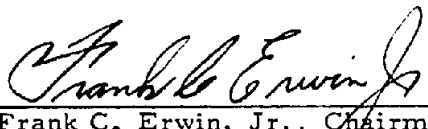


We, the undersigned members of the Board of Regents of The University of Texas System, hereby ratify and approve all actions taken at this meeting to be reflected in the Minutes.

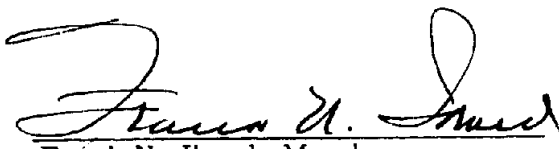
Signed this the 29th day of July, 1967, A.D.

  
Frank C. Erwin, Jr., Chairman

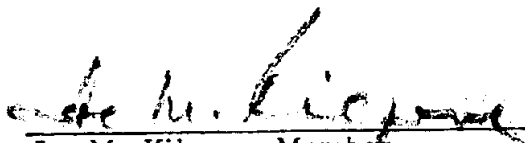
  
Jack S. Josey, Vice-Chairman


  
W. H. Bauer, Member

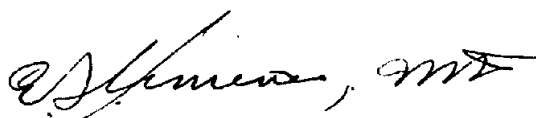
  
Walter P. Brennan, Member

  
Frank N. Ikard, Member

(Mrs.) J. Lee Johnson III, Member

  
Joe M. Kilgore, Member

  
Levi A. Olan, Member

  
E. T. Ximenes, M.D.

7-29-67

1967

MEETING NO. 654

JULY 29, 1967.-- The Board of Regents of The University of Texas System convened in regular session in the Academic Suite, Main Building, Austin, Texas, at 10:30 a.m. on July 29, 1967, with the following in attendance.

ATTENDANCE.--

<u>Present</u>	<u>Absent**</u>
Chairman Erwin, Presiding	Regent Bauer
Vice-Chairman Josey	Regent Ikard
Regent Brenan	Regent (Mrs.) Johnson
Regent Kilgore	Regent Olan
Regent Ximenes	
Mr. Peace*	
Chancellor Ransom	
Secretary Thedford	

(On July 20, 1967, Governor Connally named the following as members of the Board of Regents of The University of Texas System:

Reappointment:

Frank N. Ikard of Wichita Falls, whose term had expired.

Appointments:

Joe M. Kilgore of Austin to succeed H. Frank Connally, Jr. of Waco whose term had expired.

John Peace of San Antonio to succeed Walter P. Brenan of San Antonio, whose term had expired.

E. T. Ximenes, M. D. of San Antonio to fill out the unexpired term of W. W. Heath, resigned.

Regents Ikard, Kilgore, and Ximenes took their oath of office at 12 o'clock, July 27, 1967, in the Lila B. Etter Alumni House, which was followed by a luncheon in their honor at which Mr. Peace was also an honored guest.

Mr. Peace stated he did not plan to take the oath of office until in September 1967, because of some commitments pending.)

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\* Mr. Peace was in attendance upon the meeting at the invitation of the Chairman of the Board.

\*\* Regent Johnson was out of the state and could not attend the meeting. Regents Bauer, Ikard and Olan were in attendance at all of the meetings of the standing committees and the Committee of the Whole on Friday but were excused from the meeting of the Board.

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Chairman Erwin called the meeting to order.

PROCEDURES TO BE FOLLOWED FOR COMMITTEE REPORTS.-- As to procedure to be followed in presenting the reports of the committees, the members of the Board of Regents were in agreement that it was not necessary to read the reports of the standing committees but that any action taken by the Committee of the Whole in executive session should be read. All of the committee meetings were open to the press except the Committee of the Whole in executive session, and all members of the Board present for committee meetings on Friday attended the meeting of each standing committee and attended the meetings of the Committee of the Whole.

INVOCATION; WELCOME TO NEW REGENTS AND GUESTS.-- Following the invocation by Vice-Chairman Josey, Chairman Erwin personally and on behalf of the members of the Board expressed delight at having present Regent Ikard (reappointee) and Regents Kilgore and Ximenes (newly appointed members) and Mr. Peace (newly appointed member who will take his oath of office later). Chairman Erwin also recognized the President of the Students' Association.

REPORTS BY CHANCELLOR RANSOM; RESOLUTIONS TO DOCTOR L. D. HASKEW AND A. J. GILL, M. D.-- Chancellor Ransom reported that the resolution by the Board of Regents and a separate resolution of the Administration to Doctor L. D. Haskew and A. J. Gill, M. D., respectively, will be filed with the Secretary to the Board and the Secretary of the Faculty to whom each belongs.

Because of such a volume of material that it is necessary to send to the new Regents, Chancellor Ransom said the petitions from the students at Austin and Arlington have been delayed but will be distributed next week (August 1967).

He indicated the following detailed reports would also be distributed:

1. A report on the University Press by Frank Wardlaw.
2. A report on the Institute of Public Affairs.
3. A report by the Bureau of Economic Geology on Big Bend.

APPROVAL OF MINUTES, JUNE 16 - 17, 1967.-- Without objection, the minutes of the meeting of the Board of Regents held on June 16 and 17, 1967 stood approved in the form as distributed by the Secretary and as recorded in Volume XIV, beginning with Page 1724 .

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## REPORTS OF STANDING COMMITTEES

1050

REPORT OF INTERIM ACTIONS OF EXECUTIVE COMMITTEE. --  
The following report of the Executive Committee was unanimously adopted without objection upon motion of Vice-Chairman Josey.

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

1. Galveston Medical Branch: Permission to Mrs. Mildred Fitzsimmons to Travel (4T-9). -- Permission was granted to Mrs. Mildred Fitzsimmons of Galveston Medical Branch to go to Las Vegas, New Mexico for the period from June 30-August 1, 1967. The purpose of this travel is to participate in a workshop in Psychiatric Nursing. Mrs. Fitzsimmons' expenses will be paid by E. R. Squibb and Sons, Inc., Grant No. 9-19511-602760-10.
2. Galveston Medical Branch: Permission to Patricia Weaver to Travel (4T-10). -- Permission was granted to Patricia Weaver of Galveston Medical Branch to go to Durham, North Carolina for the period from June 22-July 27, 1967. The purpose of this travel is to attend Medical Mycology Course at Duke University Medical Center. Miss Weaver's expenses not to exceed \$190 for transportation and \$190 for expenses will be paid by NIH Training Grant 5T01 GM 00185 08 Account No. 0-14346-578611-70.
3. U. T. System Offices and U. T. Austin: Revision of 1967-68 Classified Personnel Pay Plan and Permissive Policies for Implementation in 1967-68 Budget (7-C1-66). -- The 1967-68 Classified Personnel Pay Plan for The University of Texas System offices and The University of Texas at Austin was revised as set out on the following Pages (4-19). This revision includes the amendments to the 1967-68 Classified Personnel Pay Plan for Professional Librarians as adopted by the Committee of the Whole. (See Page 79 .)

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

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

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

THE UNIVERSITY OF TEXAS SYSTEM OFFICES  
AND  
THE UNIVERSITY OF TEXAS AT AUSTIN  
UNIVERSITY PERSONNEL PAY PLAN

TABLE NO. I

REVISED  
1967-1968  
EFFECTIVE 9-1-67

## I. ACADEMIC TITLES

CODE NO.

## 0- ACADEMIC

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

## II. CLASSIFIED PERSONNEL---CLASSIFICATIONS AND SALARY RANGES

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

CODE NO.

MONTHLY

ANNUAL

## 2- FISCAL AND STAFF SERVICE

## 20- FISCAL AND ACCOUNTING GROUP

2006	ASSISTANT TO THE BUSINESS MANAGER	\$740-1000	\$8880 -12000
2009	SYSTEMS AUDITOR	835-1100	10020 -13200
2012	AUDITOR, OIL AND GAS PRODUCTION	740- 910	8880 -10920
2015	ASSISTANT AUDITOR, OIL AND GAS PRODUCTION	592- 740	7104 - 8880

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TABLE NO. I

CODE NO.		MONTHLY	ANNUAL
2030	ASSISTANT TO THE ENDOWMENT OFFICER	835-1100	10020 -13200
2033	SENIOR SECURITY ANALYST	870-1200	10440 -14400
2034	SECURITY ANALYST	592- 710	7104 - 8520
2060	ASSISTANT UNIVERSITY AUDITOR	870-1100	10440 -13200
2061	ASSISTANT TO THE AUDITOR	\$680- 835	\$8160 -10020
2062	INTERNAL AUDITOR	740- 910	8880 -10920
2063	CHIEF, ACCOUNTING DIVISION	740- 950	8880 -11400
2066	BURSAR	770-1000	9240 -12000
2069	ACCOUNTING AND PROCUREMENT OFFICER, DRL	620- 800	7440 - 9600
2072	SUPERVISOR, PAYROLL DIVISION	740- 950	8880 -11400
2075	ACCOUNTING GROUP SUPERVISOR	680- 870	8160 -10440
2078	INVENTORY SUPERVISOR	565- 710	6780 - 8520
2084	ACCOUNTANT II	650- 835	7800 -10020
2085	ACCOUNTANT I	565- 710	6780 - 8520
2090	CASHIER II	382- 482	4584 - 5764
2091	CASHIER I	335- 419	4020 - 5028
2095	ACCOUNTING CLERK III	400- 514	4800 - 6168
2096	ACCOUNTING CLERK II	366- 460	4392 - 5520
2097	ACCOUNTING CLERK I	319- 400	3828 - 4800
21- STATISTICAL GROUP			
2103	STATISTICIAN	482- 650	5784 - 7800
2105	STATISTICAL CLERK II	382- 482	4584 - 5764
2106	STATISTICAL CLERK I	319- 400	3828 - 4800
2130	FILM ANALYST	267- 335	3204 - 4020
2160	CLERK-DRAFTSMAN	279- 350	3348 - 4200
22- DATA PROCESSING GROUP			
2206	ASSISTANT DIRECTOR, DATA PROCESSING DIVISION	950-1150	11400 -13800
2216	SUPERVISOR, COMPUTER EQUIPMENT OPERATIONS	620- 770	7440 - 9240
2222	SUPERVISOR, AUXILIARY EQUIPMENT OPERATIONS	482- 620	5784 - 7440
2229	SYSTEMS ANALYST AND PROGRAMMER III	870-1100	10440 -13200
2230	SYSTEMS ANALYST AND PROGRAMMER II	740- 910	8880 -10920
2231	SYSTEMS ANALYST AND PROGRAMMER I	620- 770	7440 - 9240
2235	COMPUTER PROGRAMMER III	800-1000	9600 -12000
2237	COMPUTER PROGRAMMER II	710- 870	8520 -10440
2238	COMPUTER PROGRAMMER I	592- 740	7104 - 8820
2240	COMPUTER PROGRAMMER-ASSISTANT	419- 565	5028 - 6780
2260	SCORING AND TABULATING SUPERVISOR	514- 650	6168 - 7200
2261	COMPUTER OPERATOR III	565- 680	6780 - 8160
2262	COMPUTER OPERATOR II	460- 592	5520 - 7104
2263	COMPUTER OPERATOR I	366- 482	4392 - 5764
2272	TABULATING EQUIPMENT OPERATOR II	419- 514	5028 - 6168
2273	TABULATING EQUIPMENT OPERATOR I	366- 439	4392 - 5268
2282	KEY PUNCH SUPERVISOR	439- 592	5268 - 7104
2285	KEY PUNCH OPERATOR II	366- 460	4392 - 5520
2286	KEY PUNCH OPERATOR I	319- 382	3828 - 4584

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CODE NO.		MONTHLY	ANNUAL
23- STORES AND PROCUREMENT GROUP			
2303	PURCHASING AGENT	\$740- 910	\$8880 - 10920
2305	ASSISTANT PURCHASING AGENT	650- 800	7800 - 9600
2312	MANAGER, STENOGRAPHIC BUREAU	565- 680	6780 - 8160
2321	SENIOR PROCUREMENT OFFICER	565- 680	6780 - 8160
2322	PROCUREMENT OFFICER	460- 592	5520 - 7104
2333	MILITARY PROPERTY CUSTODIAN	460- 592	5520 - 7104
2360	LABORATORY SERVICES SUPERVISOR	350- 460	4200 - 5520
2363	LABORATORY STORES ASSISTANT	267- 350	3204 - 4200
2365	LABORATORY ATTENDANT	200- 292	2400 - 3504
2384	STORES FOREMAN	592- 710	7104 - 8520
2390	CHAUFFEUR-STORES CLERK, BRC	279- 366	3348 - 4392
2395	STORES CLERK III	382- 514	4584 - 6168
2396	STORES CLERK II	335- 439	4020 - 5268
2397	STORES CLERK I	267- 335	3204 - 4020
24- LEGAL GROUP			
2403	ASSISTANT UNIVERSITY ATTORNEY	800-1050	9600 - 12600
2430	LEGAL AID DIRECTOR	539- 650	6468 - 7800
2433	LEGAL AID ATTORNEY	400- 514	4800 - 6168
25- PERSONNEL GROUP			
2506	DIRECTOR OF EMPLOYEE BENEFITS	770- 950	9240 - 11400
2512	SUPERVISOR, WORKMENS COMPENSATION INSURANCE	710- 835	8520 - 10020
2521	WAGE AND SALARY SUPERVISOR, UPO	740- 870	8880 - 10440
2524	EMPLOYMENT SUPERVISOR, UPO	710- 835	8520 - 10020
2527	PERSONNEL REPRESENTATIVE	620- 740	7440 - 8880
2551	PERSONNEL ASSISTANT	482- 592	5784 - 7104
2539	PERSONNEL INTERVIEWER	514- 620	6168 - 7440
26- BUSINESS AND MANAGEMENT GROUP			
2603	ADMINISTRATIVE SERVICES OFFICER	770- 950	9240 - 11400
2606	EXECUTIVE ASSISTANT	650- 800	7800 - 9600
3- STUDENT SERVICE			
30- STUDENT ADVISORY GROUP			
3003	COORDINATOR OF STUDENT ACTIVITIES	770-1000	9240 - 12000
3012	STUDENT GROUP ADVISOR III	650- 835	7800 - 10020
3013	STUDENT GROUP ADVISOR II	514- 650	6168 - 7800
3014	STUDENT GROUP ADVISOR I	400- 514	4800 - 6168
3025	ASSISTANT DIRECTOR, STUDENT FINANCIAL AIDS	620- 740	7440 - 8880

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TABLE NO. I

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CODE NO.		MONTHLY	ANNUAL
3030	ASSISTANT DIRECTOR, INTERNATIONAL OFFICE	\$620- 800	\$7440 - 9600
3033	ASSISTANT COORDINATOR, INTERNATIONAL OFFICE	565- 710	6780 - 8520
3036	PROGRAM SPECIALIST, INTERNATIONAL OFFICE	592- 770	7104 - 9240
3037	ASSISTANT PROGRAM SPECIALIST, INTERNATIONAL OFFICE	539- 680	6468 - 8160
3060	DORMITORY COUNSELING SUPERVISOR II	419- 592	5028 - 7104
3063	DORMITORY COUNSELING SUPERVISOR I	335- 400	4020 - 4800
3066	NIGHT SUPERVISOR, WOMENS RESIDENCE HALLS	279- 366	3348 - 4392
3072	DORMITORY RESIDENT COUNSELOR	200- 256	2400 - 3072
31- TESTING AND COUNSELING GROUP			
3101	COORDINATOR OF COUNSELING	1000-1200	12000 -14400
3102	COORDINATOR OF MEASUREMENT SERVICES	910-1100	10920 -13200
3103	PSYCHOLOGIST III	800-1050	9600 -12600
3104	PSYCHOLOGIST II	620- 770	7440 - 9240
3105	PSYCHOLOGIST I	439- 592	5268 - 7104
3108	SUPERVISOR, READING IMPROVEMENT PROGRAM	620- 770	7440 - 9240
3110	READING IMPROVEMENT SPECIALIST	439- 592	5268 - 7104
3113	EMERGENCY SERVICE COUNSELOR	650- 800	7800 - 9600
3120	EXAMINATIONS SUPERVISOR	565- 770	6780 - 9240
3121	PSYCHOMETRIST II	400- 514	4800 - 6168
3122	PSYCHOMETRIST I	319- 419	3828 - 5028
32- STUDENT HEALTH GROUP			
3201	HEALTH CENTER ADMINISTRATOR	770- 950	9240 -11400
3203	CHIEF PHARMACIST	835-1050	10020 -12600
3204	PHARMACIST	680- 800	8160 - 9600
3205	ASSISTANT PHARMACIST	460- 592	5520 - 7104
3212	PHYSICAL THERAPIST	482- 620	5784 - 7440
3230	CHIEF OF NURSES	620- 740	7440 - 8880
3233	SUPERVISING NURSE	514- 650	6168 - 7800
3236	SURGICAL NURSE	482- 592	5784 - 7104
3239	STAFF NURSE	460- 565	5520 - 6780
3242	EMERGENCY NURSE, CLINIC	460- 565	5520 - 6780
3245	LICENSED VOCATIONAL NURSE	319- 400	3828 - 4800
3260	SUPERVISING MEDICAL TECHNOLOGIST	620- 740	7440 - 8880
3261	MEDICAL TECHNOLOGIST II	539- 620	6468 - 7440
3262	MEDICAL TECHNOLOGIST I	482- 592	5784 - 7104
3266	CHIEF X-RAY TECHNICIAN	482- 620	5784 - 7440
3267	X-RAY TECHNICIAN	366- 439	4392 - 5268
3272	MEDICAL RECORD LIBRARIAN	439- 565	5268 - 6780
3275	MEDICAL RECORD TECHNICIAN	305- 400	3660 - 4800



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TABLE NO. 1

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CODE NO.		MONTHLY	ANNUAL
3278	MEDICAL TECHNICIAN	\$335- 400	\$4020 - 4800
3290	NURSE AIDE II	279- 350	3348 - 4200
3291	NURSE AIDE I	256- 319	3072 - 3828
3293	HOSPITAL ORDERLY	200- 256	2400 - 3072
33- SECURITY AND SAFETY GROUP			
3303	CHIEF, TRAFFIC AND SECURITY OFFICER	680- 835	8160 - 10020
3304	ASSISTANT CHIEF, TRAFFIC AND SECURITY OFFICER	592- 740	7104 - 8880
3306	TRAFFIC AND SECURITY CAPTAIN	460- 592	5520 - 7104
3309	TRAFFIC AND SECURITY SERGEANT	419- 539	5028 - 6468
3312	TRAFFIC AND SECURITY OFFICER	350- 460	4200 - 5520
3315	CHIEF GUARD, BRC	366- 482	4392 - 5784
3316	GUARD, BRC	279- 366	3348 - 4392
3321	GUARD	256- 335	3072 - 4020
3330	FIRE MARSHAL	539- 680	6468 - 8160
3333	FIRE SAFETY INSPECTOR	482- 620	5784 - 7440
3360	HOUSING INSPECTOR	439- 565	5268 - 6780
3363	ASSISTANT HOUSING INSPECTOR	382- 460	4584 - 5520
3375	EXTERMINATOR	335- 419	4020 - 5028
34- STUDENT ACTIVITIES GROUP			
3406	GAMES MANAGER	482- 620	5784 - 7440
3442	CRAFTS SUPERVISOR	419- 539	5028 - 6468
3443	ASSISTANT CRAFTS SUPERVISOR	335- 419	4020 - 5028
3451	UNION PROGRAM ASSISTANT	350- 439	4200 - 5268
3460	BUILDING MANAGER, TEXAS UNION	292- 366	3504 - 4392
3466	ACTIVITY ASSISTANT	200- 292	2400 - 3504
35- ATHLETICS GROUP			
3501	ASSOCIATE BUSINESS MANAGER OF ATHLETICS	740- 910	8880 - 10920
3503	ASSISTANT BUSINESS MANAGER OF ATHLETICS	620- 770	7440 - 9240
3506	COUNSELOR, INTERCOLLEGIATE ATHLETICS	592- 800	7104 - 9600
3536	INTRAMURALS ASSISTANT DIRECTOR	650- 800	7800 - 9600
3545	ASSOCIATE DIRECTOR OF CO-RECREATION	514- 620	6168 - 7440
3575	INTRAMURALS TRAINER	292- 366	3504 - 4392
36- ADMISSIONS AND REGISTRATION GROUP			
3601	ASSOCIATE DIRECTOR OF ADMISSIONS	870-1100	10440 - 13200
3603	ASSISTANT REGISTRAR	710- 870	8520 - 10440
3606	ASSISTANT REGISTRAR AND REGISTRATION SUPERVISOR	710- 870	8520 - 10440

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1967-1968  
EFFECTIVE 9-1-67

TABLE NO. I

CODE NO.		MONTHLY	ANNUAL
3621	ASSISTANT DIRECTOR OF ADMISSIONS	\$710- 870	\$8520 -10440
3636	TRANSCRIPT EXAMINER	382- 514	4584 - 6168
4- RESEARCH AND SCIENTIFIC SERVICE			
40- SOCIAL SCIENCE/HUMANITIES RESEARCH GROUP			
4003	SOCIAL SCIENCE/HUMANITIES RESEARCH ASSOCIATE V	835-1150	10020 -13800
4004	SOCIAL SCIENCE/HUMANITIES RESEARCH ASSOCIATE IV	680- 870	8160 -10440
4005	SOCIAL SCIENCE/HUMANITIES RESEARCH ASSOCIATE III	565- 620	6780 - 7440
4006	SOCIAL SCIENCE/HUMANITIES RESEARCH ASSOCIATE II	514- 565	6168 - 6780
4007	SOCIAL SCIENCE/HUMANITIES RESEARCH ASSOCIATE I	419- 514	5028 - 6168
4029	SOCIAL SCIENCE/HUMANITIES RESEARCH ASSISTANT III	305- 400	3660 - 4800
4030	SOCIAL SCIENCE/HUMANITIES RESEARCH ASSISTANT II	235- 292	2820 - 3504
4031	SOCIAL SCIENCE/HUMANITIES RESEARCH ASSISTANT I	200- 235	2400 - 2820
42- PURE AND APPLIED SCIENCE GROUP			
4202	SPECIAL RESEARCH ASSOCIATE	1100-1550	13200 -18600
4203	RESEARCH ENGINEER/SCIENTIST ASSOCIATE V	950-1325	11400 -15900
4204	RESEARCH ENGINEER/SCIENTIST ASSOCIATE IV	800-1050	9600 -12600
4205	RESEARCH ENGINEER/SCIENTIST ASSOCIATE III	770- 950	9240 -11400
4206	RESEARCH ENGINEER/SCIENTIST ASSOCIATE II	680- 870	8160 -10440
4207	RESEARCH ENGINEER/SCIENTIST ASSOCIATE I	592- 770	7104 - 9240
4212	RADIATION AND ENVIRONMENTAL HEALTH ENGINEER	800- 950	9600 -11400
4213	RADIATION AND TOXICOLOGICAL SPECIALIST	620- 770	7440 - 9240
4230	RESEARCH ENGINEER/SCIENTIST ASSISTANT III	565- 620	6780 - 7440
4231	RESEARCH ENGINEER/SCIENTIST ASSISTANT II	514- 565	6168 - 6780
4232	RESEARCH ENGINEER/SCIENTIST ASSISTANT I	419- 514	5028 - 6168
4259	LABORATORY RESEARCH ASSISTANT III	305- 400	3660 - 4800
4260	LABORATORY RESEARCH ASSISTANT II	235- 292	2820 - 3504
4261	LABORATORY RESEARCH ASSISTANT I	200- 235	2400 - 2820

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1967-1968  
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TABLE NO. 1

CODE NO.		MONTHLY	ANNUAL
43 TECHNICAL--SCIENTIFIC STAFF GROUP			
4301	NUCLEAR REACTOR SUPERVISOR	\$950-1325	11400 - 15900
4303	NUCLEAR TECHNICAL SPECIALIST III	650- 800	7800 - 9600
4304	NUCLEAR TECHNICAL SPECIALIST II	565- 680	6780 - 8160
4305	NUCLEAR TECHNICAL SPECIALIST I	419- 592	5028 - 7104
4312	TECHNICAL STAFF ASSISTANT V	620- 835	7440 - 10020
4313	TECHNICAL STAFF ASSISTANT IV	482- 650	5784 - 7800
4314	TECHNICAL STAFF ASSISTANT III	382- 539	4584 - 6458
4315	TECHNICAL STAFF ASSISTANT II	305- 419	3660 - 5028
4316	TECHNICAL STAFF ASSISTANT I	256- 335	3072 - 4020
4330	INSTRUMENT MAKER FOREMAN	620- 770	7440 - 9240
4333	INSTRUMENT MAKER II	539- 680	6468 - 8160
4334	INSTRUMENT MAKER I	482- 592	5784 - 7104
4352	GLASSBLOWER III	800-1000	9600 - 12000
4353	GLASSBLOWER II	592- 740	7104 - 8820
4364	GLASSBLOWER I	460- 592	5520 - 7104
4366	GLASSBLOWER APPRENTICE	305- 382	3660 - 4584
4370	NIGHT ASSISTANT-OBSERVATORY	400- 514	4800 - 6168
44 RESEARCH LABORATORY GROUP			
4403	MARINE LABORATORY MANAGER	680- 835	8160 - 10020
4406	SENIOR RESEARCH VETERINARIAN	650- 770	7800 - 9240
4407	RESEARCH VETERINARIAN	539- 650	6468 - 7500
4430	LABORATORY BACTERIOLOGIST	514- 650	6168 - 7800
4460	ANIMAL CARETAKER SUPERVISOR	305- 382	3660 - 4584
4463	ANIMAL CARETAKER II	267- 335	3204 - 4020
4464	ANIMAL CARETAKER I	256- 305	3072 - 3660
5 ENGINEERING, TRADES, AND LABOR SERVICE			
50 ENGINEERING GROUP			
5003	ARCHITECT AND SUPERINTENDENT OF CONSTRUCTION AND MAINTENANCE	1050-1325	12600 - 15900
5006	SUPERINTENDENT OF UTILITIES	1050-1325	12600 - 15900
5009	ELECTRICAL ENGINEER	950-1200	11400 - 14400
5012	MAINTENANCE ENGINEER	740- 910	8880 - 10920
5015	POWER PLANT ENGINEER	950-1200	11400 - 14400
5018	REFRIGERATING AND HEATING ENGINEER	950-1200	11400 - 14400
5024	ASSISTANT POWER PLANT ENGINEER	835-1050	10020 - 12600
5027	ASSISTANT REFRIGERATING AND HEATING ENGINEER	835-1050	10020 - 12600
5030	ASSISTANT MAINTENANCE ENGINEER	620- 770	7440 - 9240
5060	ARCHITECT II	800-1000	9600 - 12000
5063	ARCHITECT I	650- 770	7800 - 9240
5066	ARCHITECTURAL ASSISTANT	460- 565	5520 - 6780

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TABLE NO. 1

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CODE NO.		MONTHLY	ANNUAL
5075	CARTOGRAPHER		
5078	CARTOGRAPHIC TECHNICIAN II	\$710- 910	\$8520 - 10920
5079	CARTOGRAPHIC TECHNICIAN I	482- 680	5784 - 8160
5089	DRAFTSMAN SUPERVISOR	382- 539	4584 - 6468
5090	DRAFTSMAN II	592- 710	7104 - 8520
5091	DRAFTSMAN I	539- 630	6468 - 8160
		382- 514	4584 - 6168
51- PLANT OPERATION GROUP			
5106	DISTRIBUTION SUPERVISOR		
5109	STEAM DISTRIBUTION SUPERVISOR	620- 770	7440 - 9240
5112	AIR CONDITIONING SUPERVISOR	620- 770	7440 - 9240
5115	REFRIGERATION SUPERVISOR	620- 770	7440 - 9240
5118	UTILITIES OPERATIONS SUPERVISOR	620- 770	7440 - 9240
5130	ASSISTANT STEAM DISTRIBUTION SUPERVISOR	620- 770	7440 - 9240
		539- 650	6468 - 7800
5133	ASSISTANT AIR CONDITIONING SUPERVISOR		
5136	ASSISTANT REFRIGERATION SUPERVISOR	539- 650	6468 - 7800
5160	UTILITIES STATION OPERATOR	539- 650	6468 - 7800
5172	BUILDING UTILITY OPERATOR	482- 592	5784 - 7104
		366- 439	4392 - 5268
52- BUILDING AND ALLIED TRADES GROUP			
5203	CABINETMAKER SUPERVISOR		
5206	CARPENTER SUPERVISOR	539- 650	6468 - 7800
5209	ELECTRICAL SUPERVISOR	539- 650	6468 - 7800
5212	COMMUNICATIONS SUPERVISOR	620- 770	7440 - 9240
5215	PAINTER SUPERVISOR	620- 770	7440 - 9240
5218	PLUMBER SUPERVISOR	514- 620	6168 - 7440
5221	FURNITURE AND FURNISHINGS FOREMAN	620- 770	7440 - 9240
5224	ASSISTANT CABINETMAKER SUPERVISOR	539- 650	6468 - 7800
5227	ASSISTANT CARPENTER SUPERVISOR	482- 592	5784 - 7104
5230	ASSISTANT ELECTRICAL SUPERVISOR	482- 592	5784 - 7104
5233	ASSISTANT COMMUNICATIONS SUPERVISOR	539- 650	6468 - 7800
5236	ASSISTANT PAINTER SUPERVISOR	539- 650	6468 - 7800
5239	ASSISTANT PLUMBING SUPERVISOR	460- 565	5520 - 6780
5242	ASSISTANT FURNITURE AND FURNISHINGS FOREMAN	539- 650	6468 - 7800
		460- 565	5520 - 6780
5245	CABINETMAKER		
5248	CARPENTER	439- 539	5268 - 6468
5251	ELECTRICIAN	439- 539	5268 - 6468
5254	CABLE SPLICER	482- 592	5784 - 7104
5257	COMMUNICATIONS TECHNICIAN	482- 592	5784 - 7104
5260	PAINTER	482- 592	5784 - 7104
5263	PLUMBER	400- 482	4800 - 5784
5266	STEAM FITTER	482- 592	5784 - 7104
5269	FURNITURE UPHOLSTERER	482- 592	5784 - 7104
5272	FURNITURE REPAIRMAN AND REFINISHER	400- 514	4800 - 6168
5275	CEMENT FINISHER	400- 514	4800 - 6168
		400- 482	4800 - 5784

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CODE NO.		MONTHLY	ANNUAL
5278	MASON	\$482- 592	\$5784 - 7104
5281	PLASTERER	482- 592	5784 - 7104
5284	STEEL WORKER	482- 592	5784 - 7104
5287	SHEETMETAL WORKER	482- 592	5784 - 7104
5290	INSULATOR	482- 592	5784 - 7104
5293	CONSTRUCTION MACHINERY OPERATOR	439- 539	5268 - 6468
5296	MAINTENANCE MAN	366- 460	4392 - 5520
53- MECHANICAL AND ALLIED TRADES GROUP			
5303	MAINTENANCE MECHANIC SUPERVISOR	620- 770	7440 - 9240
5312	ASSISTANT MAINTENANCE MECHANIC SUPERVISOR	539- 650	6468 - 7800
5321	PLANT MAINTENANCE MECHANIC	482- 592	5784 - 7104
5324	REFRIGERATION MECHANIC	482- 592	5784 - 7104
5327	TEMPERATURE CONTROL MECHANIC	482- 592	5784 - 7104
5330	WELDER	482- 592	5784 - 7104
5336	LOCKSMITH	514- 620	6168 - 7440
5342	BOAT CAPTAIN	439- 565	5268 - 6780
5345	BOAT OPERATOR	335- 460	4020 - 5520
5348	DECKHAND	267- 350	3204 - 4200
5360	AUTOMOTIVE MECHANIC	382- 482	4584 - 5784
5372	GAMES MECHANIC	366- 460	4392 - 5520
54- LABOR AND LABOR SUPERVISION GROUP			
5401	HORTICULTURIST	650- 770	7800 - 9240
5403	ASSISTANT SUPERINTENDENT OF CONSTRUCTION AND MAINTENANCE	620- 770	7440 - 9240
5406	TRANSPORTATION FOREMAN	514- 650	6168 - 7800
5409	GROUNDS MAINTENANCE SUPERVISOR	514- 650	6168 - 7800
5410	ARBORIST II	482- 620	5784 - 7440
5411	ARBORIST I	382- 514	4584 - 6168
5412	ASSISTANT SUPERVISOR MAINTENANCE AND REPAIR SHOP	482- 592	5784 - 7104
5415	ASSISTANT TRANSPORTATION FOREMAN	439- 565	5268 - 6780
5418	ASSISTANT GROUNDS MAINTENANCE SUPERVISOR	439- 565	5268 - 6780
5430	GROUNDS CREW FOREMAN	319- 400	3828 - 4800
5433	GARDENER	279- 350	3348 - 4200
5436	GROUNDSKEEPER	256- 319	3072 - 3828
5460	UTILITY WORKER	256- 319	3072 - 3828
5463	LABORER	256- 305	3072 - 3660
5465	HELPER	200- 256	2400 - 3072
55- PRINTING AND ALLIED TRADES GROUP			
5506	ASSISTANT MANAGER, PRINTING DIVISION	680- 870	8160 - 10440
5530	OFFSET PRESS FOREMAN	419- 539	5028 - 6468

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CODE NO.		MONTHLY	ANNUAL
5532	OFFSET PRESS OPERATOR II	\$366- 482	\$4392 - 5784
5533	OFFSET PRESS OPERATOR I	305- 400	3660 - 4800
5530	BOOK REPAIRER	267- 319	3204 - 3828
6- CUSTODIAL AND FOOD SERVICE			
60- HOUSING MANAGEMENT GROUP			
6003	ASSISTANT DIRECTOR, HOUSING AND FOOD SERVICE	835-1050	10020 -12600
6012	MANAGER, WOMENS RESIDENCE HALLS	650- 800	7800 - 9600
6015	MANAGER, UNIVERSITY APARTMENTS AND MAINTENANCE SERVICE	650- 800	7800 - 9600
6018	MANAGER, MENS RESIDENCE HALLS	592- 770	7104 - 9240
6030	ASSISTANT MANAGER, WOMENS RESIDENCE HALLS	539- 650	6468 - 7800
6033	ASSISTANT MANAGER, MENS RESIDENCE HALLS	482- 620	5784 - 7440
6036	ASSISTANT MANAGER, UNIVERSITY APARTMENTS	482- 620	5784 - 7440
6053	DORMITORY SUPERVISOR	256- 319	3072 - 3828
6056	RECEPTIONIST	200- 215	2400 - 2580
61- FOOD MANAGEMENT GROUP			
6103	MANAGER, UNIVERSITY COMMONS	680- 870	8160 -10440
6106	MANAGER, VARSITY CAFETERIA	565- 740	6780 - 8880
6109	MANAGER, UNIVERSITY TEA HOUSE	539- 710	6468 - 8520
6112	ASSISTANT MANAGER, UNIVERSITY COMMONS	539- 680	6468 - 8160
6130	HOSPITAL DIETITIAN	514- 650	6168 - 7800
6150	CATERING COORDINATOR	514- 650	6168 - 7800
6151	ASSISTANT CATERING COORDINATOR	366- 482	4392 - 5784
6157	FOOD SERVICE COORDINATOR	514- 620	6168 - 7440
6160	FOOD SERVICE SUPERVISOR III	514- 650	6168 - 7800
6161	FOOD SERVICE SUPERVISOR II	382- 482	4584 - 5784
6162	FOOD SERVICE SUPERVISOR I	292- 382	3504 - 4584
6175	FOOD CHECKER AND CASHIER	279- 366	3348 - 4392
6181	BAKER II	350- 460	4200 - 5520
6182	BAKER I	279- 350	3348 - 4200
6185	CHIEF COOK	460- 620	5520 - 7440
6187	COOK II	350- 460	4200 - 5520
6188	COOK I	279- 350	3348 - 4200
6190	CHIEF WAITER	350- 460	4200 - 5520
6192	FOOD PREPARATION WORKER II	319- 400	3828 - 4800
6193	FOOD PREPARATION WORKER I	267- 335	3204 - 4020
6195	FOOD SERVICE WORKER II	256- 319	3072 - 3828
6196	FOOD SERVICE WORKER I	215- 267	2580 - 3204

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CODE NO.		MONTHLY	ANNUAL
62- BUILDING SERVICES AND CUSTODIAL GROUP			
6203	SUPERINTENDENT OF BUILDINGS AND GROUND	\$800-1000	\$9600 -12000
6206	ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUND	710- 870	8520 -10440
6230	BUILDING SERVICES SUPERVISOR	650- 800	7800 - 9600
6233	ASSISTANT BUILDING SERVICES SUPERVISOR	439- 565	5268 - 6780
6236	BUILDING CREW FOREMAN	350- 439	4200 - 5268
6237	ASSISTANT BUILDING CREW FOREMAN	305- 382	3660 - 4584
6239	HOUSEKEEPING SUPERVISOR	335- 460	4020 - 5520
6241	HOUSEKEEPER II	305- 382	3660 - 4584
6242	HOUSEKEEPER I	279- 335	3348 - 4020
6257	GAMES AREA CUSTODIAN	267- 335	3204 - 4020
6260	BUILDING ATTENDANT	256- 350	3072 - 4200
6275	TOWER RECEPTIONIST	256- 292	3072 - 3504
6290	CUSTODIAL WORKER	256- 335	3072 - 4020
6293	BUILDING MAID	256- 335	3072 - 4020
7- OIL, LAND, AND GEOLOGY SERVICE			
70- OIL, LAND, AND GEOLOGY GROUP			
7003	SUPERVISING GEOLOGIST	950-1250	11400 -15000
7004	SENIOR GEOLOGIST	770-1050	9240 -12600
7005	GEOLOGIST	650- 800	7800 - 9600
7021	LAND AND TITLE REGISTRAR	592- 740	7104 - 8880
7024	LAND AND TITLE CLERK	400- 514	4800 - 6168
7030	PETROLEUM ENGINEER	740- 950	8880 -11400
7042	ASSISTANT OIL SUPERVISOR	565- 740	6780 - 8880
7045	ASSISTANT LAND AGENT	565- 740	6780 - 8880
7051	PRODUCTION AND DEVELOPMENT ANALYST, UNIVERSITY LANDS	592- 800	7104 - 9600
7060	OIL SCOUT	592- 800	7104 - 9600
7090	CHIEF OIL GAUGER	565- 710	6780 - 8520
7091	OIL GAUGER	539- 650	6468 - 7800
8- EDUCATIONAL AND INFORMATION SERVICE			
80- LIBRARY GROUP			
8006	LAW LIBRARIAN II	650- 800	7800 - 9600
8007	LAW LIBRARIAN I	565- 710	6780 - 8520
8021	LIBRARIAN IV	770- 950	9240 -11400
8022	LIBRARIAN III	740- 910	8880 -10920
8023	LIBRARIAN II	680- 835	8160 -10020
8024	LIBRARIAN I	592- 740	7104 - 8880

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CODE NO.		MONTHLY	ANNUAL
8045	ARCHIVES TRANSLATOR	\$382- 482	\$4584 - 5784
8060	SENIOR LIBRARY ASSISTANT	366- 460	4392 - 5520
8061	LIBRARY ASSISTANT	319- 400	3828 - 4800
8070	BIBLIOGRAPHER	419- 565	5028 - 6780
61- TRAINING - EDUCATIONAL GROUP			
8103	TRAINING SPECIALIST II	710- 950	8520 -11400
8104	TRAINING SPECIALIST I	539- 740	6468 - 8880
8121	MENTAL HEALTH EDUCATION SPECIALIST	592- 870	7104 -10440
8130	INTERSCHOLASTIC ACTIVITIES DIRECTOR	620- 800	7440 - 9600
62- LANGUAGE GROUP			
8201	ASSISTANT DIRECTOR, LANGUAGE LABORATORY	565- 710	6780 - 8520
8203	TRANSLATOR	382- 482	4584 - 5784
63- MUSIC, ART, AND DRAMA GROUP			
8303	ADVISOR TO UNIVERSITY PUBLICATIONS	710- 870	8520 -10440
8306	ASSISTANT ADVISOR TO UNIVERSITY PUBLICATIONS	592- 710	7104 - 8520
8318	ART CURATOR AND EDUCATIONAL DIRECTOR	539- 710	6468 - 8520
8321	ART REGISTRAR	460- 592	5520 - 7104
8324	ARTIST III	482- 620	5784 - 7440
8325	ARTIST II	366- 460	4392 - 5520
8326	ARTIST I	319- 382	3828 - 4584
8336	SLIDE LIBRARIAN	350- 439	4200 - 5268
8351	DIRECTOR OF PUBLIC PROGRAMS	565- 710	6780 - 8520
8360	ASSISTANT DIRECTOR, LONGHORN BANDS	650- 800	7800 - 9600
8375	COACH ACCOMPANIST	335- 419	4020 - 5028
8378	IMPROVISATIONAL PIANIST	305- 400	3660 - 4800
8381	PIANIST	256- 319	3072 - 3828
8390	WARDROBE MISTRESS	279- 350	3348 - 4200
8393	DRESSER	279- 350	3348 - 4200
64- RADIO AND TELEVISION GROUP			
8403	TELEVISION PROGRAM DIRECTOR	770- 950	9240 -11400
8404	TELEVISION PRODUCER-DIRECTOR	539- 740	6468 - 8880
8406	TELEVISION PRODUCTION SUPERVISOR	539- 710	6468 - 8520
8409	TELEVISION ART DIRECTOR	592- 740	7104 - 8880
8412	TELEVISION STAGING SERVICES SUPERVISOR	565- 710	6780 - 8520
8415	TELEVISION FILM EDITOR	592- 710	7104 - 8520
8418	TELEVISION DIRECTOR	539- 680	6468 - 8160
8421	VIDEOTAPE RECORDING TECHNICIAN	482- 620	5784 - 7440
8442	RADIO PRODUCTION SUPERVISOR	539- 710	6468 - 8520



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CODE NO.		MONTHLY	ANNUAL
8445	RADIO WRITER-PRODUCER	\$419- 539	\$5028 - 6468
8448	RADIO SCRIPT WRITER	419- 539	5028 - 6468
8460	ASSISTANT DIRECTOR IN CHARGE OF RADIO- TELEVISION ENGINEERING	835-1100	10020 -13200
8463	RADIO-TELEVISION ASSISTANT CHIEF ENGINEER	565- 710	6780 - 8520
8466	RADIO-TELEVISION TECHNICAL SUPERVISOR	539- 680	6468 - 8160
8469	RADIO-TELEVISION CONTROL TECHNICIAN	460- 650	5520 - 7800
8472	RADIO-TELEVISION MUSIC SUPERVISOR	482- 620	5784 - 7440
8475	RADIO-TELEVISION SCRIPT EDITOR	482- 620	5784 - 7440
8480	RADIO-TELEVISION SPECIAL PROGRAMS PRODUCER	539- 680	6468 - 8160
8490	RADIO-TELEVISION PRODUCTION ASSISTANT II	305- 400	3660 - 4800
8491	RADIO-TELEVISION PRODUCTION ASSISTANT I	200- 292	2400 - 3504
85- AUDIO-VISUAL GROUP			
8503	ASSISTANT TO THE DIRECTOR, VISUAL INSTRUCTION BUREAU	650- 800	7800 - 9600
8512	MOTION PICTURE PRODUCTION SUPERVISOR	592- 740	7104 - 8880
8515	MOTION PICTURE DIRECTOR- CINEMATOGRAPHER	539- 710	6468 - 8520
8518	MOTION PICTURE CAMERAMAN II	514- 650	6168 - 7800
8519	MOTION PICTURE CAMERAMAN I	400- 514	4800 - 6168
8524	MOTION PICTURE LABORATORY TECHNICIAN	292- 366	3504 - 4392
8540	INSTRUCTIONAL MEDIA COORDINATOR	835-1100	10020 -13200
8542	AUDIO-VISUAL EDUCATIONAL SPECIALIST II	620- 770	7440 - 9240
8543	AUDIO-VISUAL EDUCATIONAL SPECIALIST I	514- 650	6168 - 7800
8548	AUDIO-VISUAL SPECIALIST II	400- 482	4800 - 5784
8549	AUDIO-VISUAL SPECIALIST I	319- 400	3828 - 4800
8552	AUDIO-VISUAL SHIPPING SUPERVISOR	366- 460	4392 - 5520
8572	CHIEF PHOTOGRAPHER	460- 592	5520 - 7104
8573	PHOTOGRAPHER	350- 439	4200 - 5268
8575	PHOTOGRAPHIC TECHNICIAN	305- 382	3660 - 4584
8581	PROJECTION TECHNICIAN	200- 292	2400 - 3504
86- JOURNALISM-PUBLICATIONS GROUP			
8603	ASSISTANT DIRECTOR, UNIVERSITY PRESS	650- 835	7800 -10020
8605	PROMOTION AND ADVERTISING MANAGER, UNIVERSITY PRESS	592- 770	7104 - 9240
8606	PUBLICATIONS PRODUCTION MANAGER	592- 800	7104 - 9600
8609	SALES MANAGER, UNIVERSITY PRESS	592- 770	7104 - 9240
8612	BUSINESS MANAGER, UNIVERSITY PRESS	650- 800	7800 - 9600
8615	BOOK DESIGNER, UNIVERSITY PRESS	592- 770	7104 - 9240
8621	EDITOR, OFFICIAL PUBLICATIONS	650- 800	7800 - 9600

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CODE NO.		MONTHLY	ANNUAL
8624	ASSISTANT EDITOR, OFFICIAL PUBLICATIONS	\$382- 482	\$4584 -- 5784
8627	STAFF WRITER	620- 800	7440 -- 9600
8630	EDITOR (II)	620- 800	7440 -- 9600
8631	EDITOR II	514- 650	6168 -- 7800
8632	EDITOR I	382- 482	4584 -- 5784
8634	BOOK INDEXER	366- 460	4392 -- 5520
8635	EDITORIAL ASSISTANT	350- 419	4200 -- 5028
8651	TECHNICAL REPORTS EDITOR II	514- 650	6168 -- 7800
8652	TECHNICAL REPORTS EDITOR I	400- 539	4800 -- 6468
8672	ASSISTANT DIRECTOR AND EDITOR, NEWS AND INFORMATION SERVICE	592- 740	7104 -- 8880
8674	INFORMATIONAL WRITER III	565- 710	6780 -- 8520
8675	INFORMATIONAL WRITER II	439- 592	5268 -- 7104
8676	INFORMATIONAL WRITER I	382- 482	4584 -- 5784
8690	PROOFREADER	335- 400	4020 -- 4800
8693	JUNIOR REPORTER	200- 256	2400 -- 3072
9- CLERICAL AND OFFICE SERVICE			
90- CLERICAL AND OFFICE GROUP			
9004	ADMINISTRATIVE ASSISTANT	482- 650	5784 -- 7800
9005	OFFICE SUPERVISOR	419- 539	5028 -- 6468
9012	ADMINISTRATIVE SECRETARY	419- 539	5028 -- 6468
9013	SENIOR SECRETARY	366- 460	4392 -- 5520
9014	SECRETARY	319- 400	3828 -- 4800
9020	SENIOR CLERK-TYPIST	319- 400	3828 -- 4800
9021	CLERK-TYPIST	279- 335	3248 -- 4020
9029	SENIOR ADMINISTRATIVE CLERK	400- 514	4800 -- 6168
9030	ADMINISTRATIVE CLERK	350- 460	4200 -- 5520
9031	SENIOR CLERK	305- 382	3660 -- 4584
9032	CLERK	267- 319	3204 -- 3828
9042	CHIEF SWITCHBOARD OPERATOR	305- 382	3660 -- 4584
9043	SWITCHBOARD OPERATOR	292- 350	3504 -- 4200
9060	PHOTOGRAPHIC DUPLICATION SUPERVISOR	382- 482	4584 -- 5784
9053	PHOTOSTAT OPERATOR	267- 335	3204 -- 4020
9075	CLERICAL ASSISTANT	200- 256	2400 -- 3072

TABLE 11 - Basic Rate Schedule for Classified Positions

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

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1966

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

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

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

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

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

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		Maintenance, Operation, and Equipment	5,000	
Amount of Transfer	\$47,740		<u>\$47,740</u>	---
137. Unallocated Accounts Transfer of Funds	From: Unappropriated Balance - General Funds	To: Unallocated Maintenance and Operation	\$25,000	
		Unallocated Salaries	10,000	
Amount of Transfer	\$35,000		<u>\$35,000</u>	---

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

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

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

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

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

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



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

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

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REPORT OF ACADEMIC AND DEVELOPMENTAL AFFAIRS COMMITTEE ADOPTED. --The report of the Academic and Developmental Affairs Committee was unanimously adopted upon motion of Vice-Chairman Josey, seconded by Regent Brennan:

The Academic and Developmental Affairs Committee presents the following recommendations for the Board's consideration:

1. U. T. Arlington: Request to be Filed with Coordinating Board for Establishment of Master of Science in Accounting, Master of Arts in Foreign Languages and Linguistics, and Master of Arts in Government. -- The Committee recommends that the Administration file with the Coordinating Board, Texas College and University System a request for the establishment of the following Master's Degree Programs at The University of Texas at Arlington:

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

It is understood that no action will be taken by the Coordinating Board until it has finished the Master Plan for the state.

2. U. T. Arlington: Report from Commissioner Jack Williams of the Coordinating Board on Status of New Degree Programs (Department of Art, Division of Architecture, Department of Music, Department of Speech and Drama: Bachelor of Fine Arts in Art, Bachelor of Architecture, Bachelor of Music, and Bachelor of Arts, Undifferentiated, in Speech and Drama; Master of Arts in Biology, Chemistry, English, History and Master of Business Administration. -- A report was received from Doctor Ransom that Commissioner Jack Williams of the Coordinating Board, Texas College and University System and his staff did not recommend approval of the following requests submitted by Chancellor Ransom for The University of Texas at Arlington and that on July 17 the recommendation of Commissioner Williams and his staff was approved by the Coordinating Board:

- a. The establishment of Department of Art, Division of Architecture, Department of Music, and Department of Speech and Drama.
- b. The awarding of Bachelor of Fine Arts in Art, Bachelor of Architecture, Bachelor of Music, and Bachelor of Arts, Undifferentiated, in Speech and Drama.
- c. The establishment of Master of Arts degree programs in Biology, Chemistry, English, and History.
- d. The establishment of Master of Business Administration program.

In recommending disapproval of these requests, Commissioner Williams in a letter of July 5, 1967 to President Woolf set out the recommendations of the Coordinating Board staff as follows:

- (1) In view of the fact that we have a study underway for Architectural Education needs in Texas, we will not recom-

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end approval of your proposal to advance architecture at Arlington to divisional status and to offer a baccalaureate degree in Architecture.

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

3. U. T. El Paso: Approval to Submit Request to Coordinating Board for Transfer of Department of Health and Physical Education from School of Science to School of Education. -- The Academic and Developmental Affairs Committee concurs in the recommendation of Chancellor Ransom that at The University of Texas at El Paso the Department of Health and Physical Education be removed from the School of Science and placed in the School of Education and that the Coordinating Board, Texas College and University System be asked to approve this reclassification.

4. U. T. Austin: Appointment of James W. Reynolds as Member of Athletic Council to Replace W. T. Guy. -- It is recommended that James W. Reynolds be named as a faculty member of the Athletic Council at The University of Texas at Austin to fill the vacancy created by the expiration of the term of W. T. Guy.

If this recommendation is approved by the Board of Regents, the faculty membership of the Athletic Council as of September 1, 1967, will be:

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

5. U. T. Austin Athletic Council: Freshman Football Schedule for 1967. -- It is recommended that the 1967 Freshman Football Schedule at The University of Texas at Austin be approved. This schedule is:

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

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6. U. T. Austin: Revision of Rules and Regulations Governing the E. D. Farmer International Scholarship Fund. -- The Rules and Regulations of the Board of Regents of The University of Texas System governing the E. D. Farmer International Scholarship Fund at The University of Texas at Austin was revised and adopted in the following form:

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

I. THE FUND

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

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

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

II. THE FACULTY COMMITTEE

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

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

2. DUTIES OF FACULTY COMMITTEE. The Faculty Committee shall, by majority vote, determine the policy best designed to realize the purpose of the Farmer Fund and administer the Fund in accordance with the authorization of the Chancellor and the Board of Regents of The University of Texas System. Specifically the Committee shall (a) determine the manner of selecting the recipients of grants; (b) designate the number, stipends, and character of scholarships from Mexico and Texas;

(c) prepare and submit a budget to the Chancellor giving the stipends and rewards to be paid and, also, an estimated maintenance account for necessary and reasonable expenses, said budget to be based upon the income estimate provided by the appropriate University official; and (d) attend to all other matters in connection with the administration of the scholarships and awards for which provision is not otherwise made.

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

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

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

### III. FARMER SCHOLARSHIPS

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

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

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

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

3. CONDITIONS OF APPOINTMENT. Scholarship appointments shall ordinarily be for one school session of nine months, but may be for a shorter period or for as long as twelve months. Applications for

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reappointment shall be considered along with those for initial appointment. During their incumbency holders of Farmer Scholarships may not engage in any employment for pay. They may be dismissed for cause or otherwise disciplined, or rewarded, just as are other students. Stipends shall be paid in installments, for the convenience of the Fellow. Every appointee shall report his expenditures, study program, and general activities as specified by the Faculty Committee. Holders of Farmer fellowships shall be granted tuition scholarships.

#### IV. FUTURE CHANGES

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

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ADOPTION OF REPORT OF BUILDINGS AND GROUNDS COMMITTEE. --  
Regent Brennan moved that the following report of the Buildings and  
Grounds Committee be adopted. Vice-Chairman Josey seconded the  
motion which unanimously prevailed:

1. Galveston Medical Branch: Approval of Rental of Space in the Sealy-Smith Professional Building.--It is recommended that the Board approve the leasing of approximately 450 square feet of space in the Sealy-Smith Professional Building at the rate of \$0.35 per square foot per month for the Office of the Associate Coordinator of the Regional Medical Program at The University of Texas Medical Branch at Galveston, with authority to Vice-Chancellor Walker to sign the lease agreement after appropriate approvals as to content and legal form. Funds for rental of this space are available in the planning grant for the Regional Medical Program of Texas.

(See Page 72 "Medical Branch: Leave of Absence for Dr. Spencer Thompson.")

2. Galveston Hospitals: Ratification of Approval of Plans and Specifications for Upgrading Air Conditioning in Operating Suite of John Sealy Hospital and Appointment of Committee to Award Contract.--It is recommended that the actions taken by the Director of the Office of Facilities Planning and Construction in approving the plans and specifications for Upgrading of the Air Conditioning in the Operating Suite of John Sealy Hospital of The University of Texas Hospitals at Galveston as prepared by Ray S. Burns, Consulting Engineers, and in advertising for bids on this project be ratified by the Board. It is further recommended that a Committee, consisting of Chairman Erwin, Dr. Truman G. Blocker, Jr., Mr. V. E. Thompson, and Vice-Chancellor Walker, be appointed to award a contract for this project to the low bidder within the amount of money available for the project.

3. San Antonio Medical School: Approval of Specifications for Office and Library Furniture.--It is recommended that the specifications for Office and Library Furniture for The University of Texas Medical School at San Antonio as prepared by the Office of Facilities Planning and Construction be approved by the Board, with authorization to the Director of Facilities Planning and Construction to advertise for bids to be presented to the Board or the Executive Committee for consideration at a later date.

4. San Antonio Medical School: Approval of Inscription on Plaque for New Building.--It is recommended that the inscription as set out below be approved for the plaque to be placed on the new building for The University of Texas Medical School at San Antonio. This inscription follows the standard pattern approved by the Board at the meeting held October 1, 1966.

1966

## BOARD OF REGENTS

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

Harry H. Ransom, Chancellor  
The University of Texas System  
F. C. Pannill, M. D., Dean  
The University of Texas Medical  
School at San Antonio

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

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5. San Antonio Medical School: Approval of Rental of Space in the Library Building at Trinity University.--Pending completion of the new building for The University of Texas Medical School at San Antonio, space has been rented from Trinity University, and the present lease expires August 31, 1967. Bids have been called for through the State Board of Control for space for the period beginning September 1, 1967, and one bid was received covering 6,180 square feet of space in the Library Building at Trinity University at a cost of \$0.30 per square foot per month, which is the same rate presently being paid. It is recommended that this bid be accepted and a lease agreement signed by Vice-Chancellor Walker after appropriate approvals as to content and legal form. The lease agreement will contain a thirty-day cancellation clause so that the lease can be cancelled whenever the new building is completed.

6. Anderson Hospital: Approval of Plans and Specifications for Clinical Radiotherapy Research Unit.--It is recommended that the plans and specifications for the construction of a Clinical Radiotherapy Research Unit at The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston as prepared by the firm of MacKie and Kamrath, Architects for the project, be approved by the Board, with authorization to the Director of Facilities Planning and Construction to advertise for bids to be presented to the Board or the Executive Committee for consideration at a later date.

7. Anderson Hospital: Name of Portion of Building "Gimbel Building" and Approval of Inscriptions on Plaques Therefor.--It is recommended that the Basement, the Ground Floor, and Floors 1 through 5 of the North Wing of the Anderson Hospital be named the Gimbel Building and that the inscription as set out below be approved for one of the plaques to be placed in the lobby of the Gimbel Building at The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston. This inscription follows the standard pattern approved by the Board at the meeting held October 1, 1966:

## GIMBEL BUILDING

1964

## BOARD OF REGENTS

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

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

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

As a part of the agreement in the award of the Gimbel Estate to Anderson Hospital, it was agreed that a plaque indicating the dedication of the Building in the memory of Louis and Amelia Gimbel by the donor, Mr. Mose



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A. Gimbel, would be placed in the lobby of the building. It is recommended that the inscription as outlined below be approved for this second plaque to be placed in the lobby of the Gimbel Building.

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

GIMBEL BUILDING

1967

Dedicated in the Memory of  
Louis and Amelia Gimbel

By Their Son, Mose A. Gimbel

8. U. T. System: Resolution Re Signature of Lester Palmer on Behalf of The University of Texas System in Connection with Federal Grants.-- It is recommended that the following resolution be passed, to be effective August 1, 1967, superseding the one authorizing the signature of V. E. Thompson passed on December 17, 1966:

BE IT RESOLVED, that Lester Palmer, Director of Facilities Planning and Construction of The University of Texas System, be and he is hereby, authorized, empowered, and directed to execute all documents relating to the acquisition and the use of monies received from the Federal Government and Texas State Health Department in connection with construction grant awards, and to do any and all other necessary acts and things in connection therewith, and any and all such acts and deeds done or caused to be done by the Director, Lester Palmer, are hereby ratified, approved, and confirmed as the acts and deeds of the Board of Regents of The University of Texas System.

9. U. T. System: Approval of Final Plans and Specifications for Office Building for University Lands in Midland, Texas.--It is recommended that the final plans and specifications for the Office Building for University Lands to be constructed in Midland, Texas, as prepared by Peters and Fields, Associate Architect on the project, be approved by the Board, with authorization to the Director of the Office of Facilities Planning and Construction to advertise for bids to be presented to the Board or the Executive Committee for consideration at a later date.

10. U. T. System: Approval of Lease of Office Space for University Lands, Surface Leasing and Oilfield Supervision and University Lands, Geology, in the Oil and Gas Building, 105 West Wall Street, Midland, Texas.--Bids were called for through the State Board of Control for lease of office space for the University Lands Offices in Midland for the period beginning September 1, 1967. Bids were received for space in the Oil and Gas Building, 105 West Wall Street, Midland, Texas, as set out below:

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

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

It is recommended that the bids as set out above be accepted by the Board and that the lease agreements as prepared by the State Board of Control be signed by Vice-Chancellor Walker after appropriate approvals as to content and legal form. The lease agreements will be drawn up with a thirty-day cancellation clause in order that they may be cancelled whenever the building to be constructed for these offices has been completed.

11. U. T. System: Approval of Appropriation for Expansion and Remodeling for Office of Facilities Planning and Construction.--It is recommended that the Board approve an appropriation of not to exceed \$75,000.00 from the Unappropriated Balance of the Available University Fund for the purpose of enlarging and remodeling the building at 26th and Guadalupe Streets, formerly the restaurant known as "The Grotto," which is in process of being acquired by The University of Texas System. This expansion and remodeling is to be performed in order that the Office of Facilities Planning and Construction can be furnished the space necessary to accommodate the present staff plus the additional staff which will be required to take care of the additional duties which this office will undertake effective September 1, 1967, at which time the Consulting Architect's contract terminates. It is further recommended that the Office of Facilities Planning and Construction be authorized to prepare the plans and specifications for this remodeling and to advertise for bids, to be presented to the Board or the Executive Committee for consideration at a later date.

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

12. U. T. Austin: Approval of Specifications for Furniture and Furnishings for Biological Sciences Building.--It is recommended that the specifications for Furniture and Furnishings for the Biological Sciences Building at The University of Texas at Austin as prepared by the Office of Facilities Planning and Construction be approved by the Board, with authorization to the Director of the Office of Facilities Planning and Construction to advertise for bids to be presented to the Board or the Executive Committee for consideration at a later date. The furniture and furnishings covered by these specifications is within the amount of \$43,000.00 allocated for this purpose.

13. U. T. Austin: Acceptance of Grant for Physics-Mathematics-Astronomy Building.--Federal Grant No. Tex. 4-3070 in the amount of \$116,096.00 has been received for assistance in constructing the Physics-Mathematics-Astronomy Building at The University of Texas at Austin. It is recommended that the Board accept Grant No. 4-3070, which is one of the Federal Grants applied for for this purpose, and place this in the Allotment Account.

14. U. T. Austin: Approval of Leasing of Space in the Texas Public Employees Association Building for Linguistics Research Center.--Since September 1, 1962, the Linguistics Research Center at The University of Texas at Austin has been leasing space off the Campus for its program, the entire rental being paid by a National Science Foundation grant. Bids for space for a two-year period from September 1, 1967, through August 31, 1969, have been called for through the State Board of Control,

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and one bid was received from the Texas Public Employees Association covering the space now occupied by the Center, 4,793 square feet in the TPEA Building at \$1,137.50 per month, the rate presently being paid. It is recommended that this bid be accepted by the Board and that a lease agreement be signed by Vice-Chancellor Walker, after appropriate approvals as to content and legal form.

15. U. T. Austin: Approval of Leasing of Space for Child Development Evaluation and Research Center at 1709 San Antonio Street from Stanley Hickman Company.--It is recommended that approval be given by the Board for the Child Development Evaluation and Research Center at The University of Texas at Austin to continue to lease approximately 2,125 square feet of space at 1709 San Antonio Street, Austin, Texas, from the Stanley Hickman Company, for a period of one year from September 1, 1967, at the same monthly rental rate of \$415.00 now being paid, provided the contract with Office of Economic Opportunity, which provides for funds with which to pay this rental, is renewed beginning September 1, 1967. It is further recommended that the lease agreement be signed by Vice-Chancellor Walker after appropriate approvals as to content and legal form.

16. U. T. Austin: Additional Appropriation of \$150,000.00 from Permanent University Fund Bond Proceeds to East Mall Development.--In order to extend the Utility Tunnel to the site for the Lyndon Baines Johnson Library and the East Campus Library and Research Center at the time the East Mall is under construction at The University of Texas at Austin, it is recommended that the Board appropriate \$150,000.00 to the East Mall Development from Permanent University Fund Bond Proceeds, with authority to the Director of the Office of Facilities Planning and Construction to issue a change order or change orders to the contract for the East Mall Development to accomplish this extension. Sufficient funds are available in the Permanent University Fund Bond Proceeds Commitments Schedule to cover this additional appropriation.

17. U. T. Austin: Approval of Revised Exterior Design of Music Building No. 2.--Development of the plans for Music Building No. 2 at The University of Texas at Austin based on the increase in the size and total estimated cost of the building has resulted in a change in the exterior design, and it is recommended that the Board approve this revised exterior design with authorization to the Associate Architect, Marmon and Mok, to proceed with the preparation of working drawings and specifications on the basis of the revised design.

18. U. T. Austin: Stratford Drive Extension.--It is recommended that the Board approve the granting of an easement to the City of Austin for the extension of Stratford Drive and for a water line through the Brackenridge Tract south of Lake Austin, with the understanding that the route used will be that proposed by Bryant-Curington, Inc., Consulting Engineers, in a report dated July 18, 1967, prepared at the request of the Board. It is further recommended that the Chairman of the Board be authorized to sign an appropriate easement agreement, subject to approval as to content by Vice-Chancellor Walker and as to legal form by the University Attorney.

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19. U. T. Arlington: Appointment of Cowan, Love, and Jackson, Inc., as Engineers for Preparation of Plans and Specifications for Repair and Standardization of Primary Electrical Distribution System and a New Boiler.--The 60th Legislature made appropriations for major improvement and repair projects for 1967-68 for The University of Texas at Arlington, as follows:

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

Project A is to change the primary voltage on the primary distribution system to conform with that in the newer part of the campus and to replace the overhead system with an underground system. Project B is to replace two old boilers in the central heating and cooling plant with one new larger capacity boiler.

It is recommended that the firm of Cowan, Love, and Jackson, Inc., Fort Worth, Texas, be appointed effective September 1, 1967, to prepare the plans and specifications for these two projects, to be presented to the Board for approval at a later date.

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

20. U. T. Arlington: Approval of Naming of Hammond Hall, Trimble Hall, Carlisle Hall, W. A. Ransom Hall, University Hall, Texas Hall, E. E. Davis Hall, and Brazos House.--It is recommended that the Board approve the naming of buildings on the Campus of The University of Texas at Arlington or to be constructed thereon in the near future, as follows:

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

All persons for whom these buildings are named have been dead at least five years.

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21. U. T. Arlington: Appointment of Schrickel, Rollins, and Associates as Consultants for Relocation of Parking Lots, Other Paved Surfaces and Campus Improvements and Appropriations Therefor.-- It is recommended that the firm of Schrickel, Rollins, and Associates of Arlington, Texas, be employed as Consultants on planning for relocation of parking lots, rerouting of streets around the campus core, construction of access streets to the campus, construction of interior surface areas for delivery of supplies, maintenance vehicles, security vehicles, and emergency vehicles, and certain street, lighting, and sidewalk improvements all at The University of Texas at Arlington. It is further recommended that the sum of \$16,500.00 be appropriated from Account No. 85-9799-5000 - Arlington State College - Reserve for Architect's Fees and Miscellaneous Construction; it is understood that the firm will be reimbursed on an hourly charge of two and one-half times payroll rates, which will be set out in the agreement with the firm, the amount to be paid the firm not to exceed the \$16,500.00 appropriated above.

22. U. T. El Paso: Ratification of Award of Contracts for Furniture and Furnishings for Physical Science Building.--The Special Committee appointed by the Board at the meeting held June 27, 1967, has made contract awards for Furniture and Furnishings for the Physical Science Building at The University of Texas at El Paso to the low bidders, as follows:

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

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

23. U. T. El Paso: Approval of Final Plans and Specifications for Addition to Student Union Building.--It is recommended that the final plans and specifications for the Addition to the Student Union Building at The University of Texas at El Paso as prepared by Garland and Hilles, Associate Architects for the project, be approved by the Board, with authorization to the Director of the Office of Facilities Planning and Construction to advertise for bids when the financing for this project has been completed, these bids to be presented to the Board or the Executive Committee for consideration at a later date.

24. U. T. El Paso: Approval of Master Plan.--It is recommended that the Master Plan for The University of Texas at El Paso as developed by Brooks, Barr, Graeber, and White be approved by the Board in concept only, with individual buildings to be authorized by the Board, and with recommended changes in the plan to be brought back to the Board for approval. (The Plan is set out on Pages 36a and 37.)

## Campus Development Plan

### LEGEND

1	Administration Building	26	Worrell Hall	51	Tennis Courts
2	Liberal Arts Building	27	Hudspeth Hall	52	Addition to Liberal Arts Bldg.
3	Student Union Building	28	Burges Hall	53	Central Cooling & Heating Plant
4	Data Analysis Center *	29	Museum	54	Communications-Teaching Center
5	Special Projects Building *	30	Swimming Pool	55	Teaching Center
6	Educational Building **	31	Women's Gym	56	Classroom Building
7	Student Apartments	32	Residence *	57	Classroom Building
8	Memorial Gym	33	Optical & Mechanical Test Center *	58	Classroom Building
9	Storage Building *	34	Warehouse and Shops	59	Teaching Center
10	North Stands *	35	Bell Hall	60	Science Building
11	Holliday Hall	36	Cafeteria	61	Addition to Warehouse
12	Kelly Hall **	37	Benedict Hall	62	Engineering Building
13	Old Main Building**	38	Zeta Tau Alpha Lodge *	63	Engineering Research Building
14	Geology Building **	39	Kappa Sigma Lodge *	64	Physical Sciences Research Bldg.
16	Sun Bowl Stadium	40	Lambda Chi Alpha Lodge *	65	Biological Sciences Research Bldg.
17	Seamon Hall	41	Phi Kappa Tau Lodge *	66	Research Center
18	Life Sciences Building	42	Chi Omega Lodge *	67	Administration Building
19	Engineering Building **	43	Baptist Student Center *	68	Theatre
20	Work Shop *	44	Delta Delta Delta Lodge *	69	Women's Housing
21	Science Building ***	45	Physical Science Building	70	Dormitory
22	Magoffin Auditorium	46	Addition to the Library	71	Graduate Center
23	Library	47	Addition to the Student Union	72	Married Student Housing
24	Cotton Memorial	48	Church *	73	Military Science Building
25	Miners Hall	49	Methodist Student Center *	74	Student Housing
		50	Intramural Field	75	Student Housing

- \* Demolished
- \*\* Converted to Faculty Offices
- \*\*\* Converted to Fine Arts

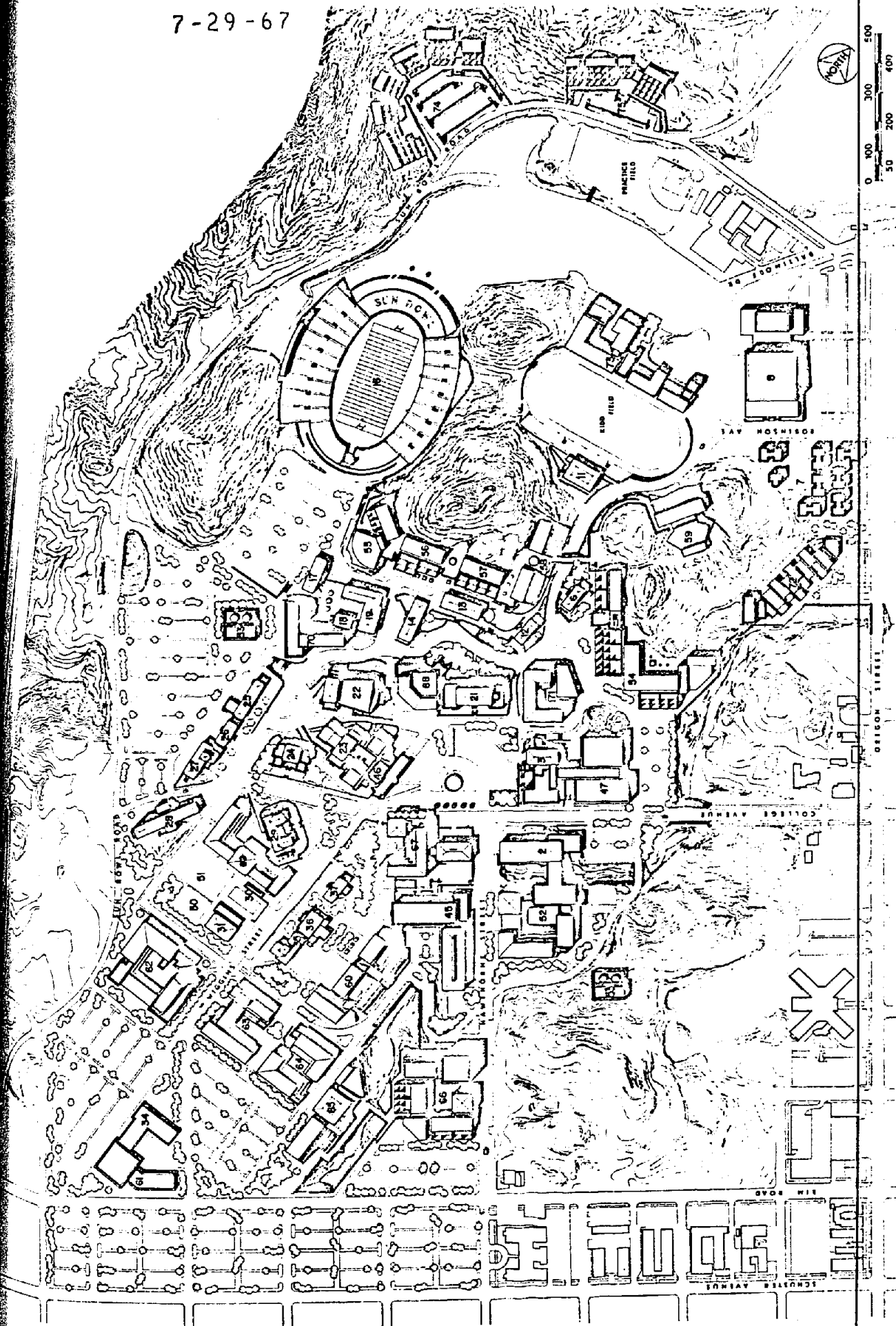
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25. U. T. El Paso: Appointment of N. G. Coleman Engineers as Engineers for Remodeling of Existing Buildings (Biology, Old Main, Geology, Education, and Kelly Hall) and Appropriations from Unappropriated Balance of Auxiliary Enterprises for Remodeling Worrell Hall, Benedict Hall, and Hudspeth Hall: Request Approval of Coordinating Board. -- The 60th Legislature appropriated \$374,700.00 for the year 1967-68 for Rehabilitation and Remodeling (including Air Conditioning) of Certain Existing Buildings at The University of Texas at El Paso. In order that plans and specifications for this work can be started as soon as possible, it is recommended that the firm of N. G. Coleman Engineers, El Paso, Texas, be appointed effective September 1, 1967, to prepare these plans and specifications to be presented to the Board for approval at a later date.

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

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

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

Worrell Hall  
 Benedict Hall  
 Hudspeth Hall

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

26. U. T. El Paso: Approval of Leasing of County Coliseum for Basketball Games. -- In order to have sufficient seating for the spectators at the basketball games at The University of Texas at El Paso, it is recommended that the Board approve leasing the County Coliseum for a rental rate of \$100.00 a game, commencing in December, 1967, and terminating after the last game in March, 1969. It is further recommended that the lease agreement be signed by Vice-Chancellor Walker, after appropriate approvals as to content and legal form.

27. U. T. El Paso: Addition to Cotton Trust Budget (Drain pipe near Second Avenue). -- In order to provide funds to pay for the installation of a 36-inch drain pipe under the new railroad embankment near Second Avenue to furnish drainage for Cotton Estate Lands west of the Franklin Canal at The University of Texas at El Paso, it is recommended that the sum of \$1,750.00 be transferred from the Frank B. Cotton Trust Unappropriated Balance to Cotton Trust Expense. The installation of this drain pipe will be performed by one of the Chamizal Project contractors, which arrangement was negotiated with the Interanational Boundary and Water Commission.

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



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REPORT OF THE LAND AND INVESTMENT COMMITTEE.-- By unanimous vote upon motion of Regent Brennan, seconded by Vice-Chairman Josey, the report of the Land and Investment Committee as amended (Page 68 ) and as set out below was adopted and the committee's actions therein were ratified. The Chairman of the Board was authorized to execute all instruments involved (unless otherwise indicated) when approved by the appropriate administrative officials:

## I. Permanent University Fund

## A. Investment Matters

1. Report of Purchases, Sales and Exchanges of Securities.-- The report of purchases, sales, and exchanges of securities for the Permanent University Fund from May 14 through June 30, 1967, was approved as follows:

PURCHASES OF SECURITIESU. S. GOVERNMENT SECURITIES

Date of Purchase	Security	Maturity Value Bills Purchased	Market Price at Which Purchased	Total Principal Cost*	Equivalent Bond Yield on Cost
5/2/67	U. S. Treasury Bills, dated 8/31/66, due 8/31/67, on a 3.36% yield basis	\$400,000	99.2066675N	\$396,826.67	3.44%
5/25/67	U. S. Treasury Bills, dated 3/30/67, due 9/28/67, on a 3.67% yield basis	500,000	99.0825N	495,412.50	3.76
	Total U. S. Government Securities Purchased	\$900,000		\$892,239.17	3.62%

CORPORATE BONDS

Date of Purchase	Security	Par Value Purchased	Market Price	Total Principal Cost**	Indicated Current Yield on Cost**
5/1/67	Borden Co. 5-3/4% S. F. Debentures, dated 6/15/67, due 6/15/97	\$500,000	100.00 Net	\$ 500,000.00	5.75%

COMMON STOCKS

Date of Purchase	Security	No. of Shares Purchased	Market Price	Total Principal Cost**	Indicated Current Yield on Cost**
5/25/67	Gulf Oil Corp. Capital Stock	1,300	66-1/2	\$ 87,043.45	3.88%
5/26/67	Owens-Illinois, Inc. Common Stock	1,300	54	70,777.20	2.48

\*Includes brokerage commissions paid.

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

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COMMON STOCKS (Continued)

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

\*Includes brokerage commissions paid.  
\*\*Yield at present indicated dividend rates.

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COMMON STOCKS (Continued)

<u>Date of Purchase</u>	<u>Security</u>	<u>No. of Shares Purchased</u>	<u>Market Price at Which Purchased</u>	<u>Total Principal Cost*</u>	<u>Indicated Current Yield on Cost**</u>
5/27/67	Sterling Drug Inc. Common Stock	1,600	52-3/8(600) 52-1/4(200) 52-1/8(200) 52 (600)	\$ 84,207.52	1.71%
	Total Common Stocks Purchased	<u>23,988</u>		<u>1,485,900.19</u>	<u>2.45</u>
	TOTAL CORPORATE SECURITIES PURCHASED			<u>\$1,985,900.19</u>	<u>3.28%</u>

\*Includes brokerage commissions paid.  
\*\*Yield at present indicated dividend rates.

SALES OF CORPORATE SECURITIES

<u>Date Sold</u>	<u>Security</u>	<u>Net Sales Proceeds#</u>
5/22/67	8 rights to subscribe for Continental Oil Co. Common Stock	\$ 5.50
5/26, 27 & 29/67	6,300 rights to subscribe for United Air Lines, Inc. 4-1/4% Subordinated Debentures, due 7/1/92, sold 3,300 rights at 8/32nds, 1,500 rights at 7/32nds, and 1,500 rights at 6/32nds	1,338.34

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

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

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

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

\*Book value last interest payment date.

#Required to be paid by University to dealer.

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2. Permanent University Fund Investment Program: Initiation of Program for Purchase of FHA Insured Loans.--

The following general program for the purchase of FHA Insured First Mortgage Loans as one of the outlets for funds earmarked for fixed income type of investment was approved as follows:

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

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PURCHASING AND SERVICING AGREEMENT

THE STATE OF TEXAS }  
 COUNTY OF TRAVIS }

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

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

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

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

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

1. Seller-servicer shall undertake faithfully to serve the Board in submitting for its consideration and possible acquisition FHA mortgage loans which comply with minimum standards set by Board from time to time, copies of which have been forwarded to Seller-servicer and amendments of which will also be furnished by Board from time to time, on certain properties located in the State of Texas. Seller-servicer understands that this agreement does not constitute an agency relationship and that Board retains the sole discretion to purchase or decline any mortgage loan or loans offered hereunder. Each such acceptance shall be made in writing by Board at its offices in Austin, Texas.

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

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

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

4. Seller-servicer shall deliver to Board with respect to the purchase of each mortgage (a) the mortgage note properly endorsed by Seller-servicer to Board without recourse, and duly endorsed by FHA; (b) those documents and instruments necessary to record and perfect ownership in Board of all liens securing the mortgage note; (c) paid up mortgagee title insurance policy meeting the requirements of paragraph 2F; (d) certificates of hazard insurance policies meeting the requirements of paragraph 11; and (e) such other documents as may be reasonably required by Board.

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

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

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

6. Seller-servicer at its own expense and without cost or charge to the Board, except as provided in this agreement, shall

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hereafter perform for Board all services and duties incident to the servicing of such mortgages, and in the performance of its services and duties Seller-servicer shall at all times comply with all the applicable provisions of the National Housing Act, as amended, and the rules, regulations and other like material promulgated pursuant thereto as may be applicable to each such mortgage.

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

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

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

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

- A. All payments of principal and interest shall be deposited in a trust account in a bank whose deposits are insured by the Federal Deposit



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Insurance Corporation, which trust account shall be carried in the name of Seller-servicer as Trustee for Board.

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

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

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

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

10. Seller-servicer shall pay when due the hazard insurance premiums, and shall obtain when available and pay the official statements for taxes and assessments or other special charges against the mortgaged premises. Seller-servicer shall notify Board promptly of any special charges or assessments which are not paid by the mortgagor when due and which may be or become a lien on the mortgaged premises prior to the lien of the mortgage.

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Seller-servicer shall retain in its possession receipts for the payment of such charges and upon request exhibit the same or photostats thereof to Board.

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

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

- A. The vacating of or any change in the occupancy of any premises securing a mortgage.
- B. The sale or transfer of any such premises.
- C. The death, bankruptcy or insolvency of a mortgagor.

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- D. Any loss or damage to any such premises, in which event, in addition to notifying Board, the Seller-servicer shall also promptly notify the insurance companies concerned.
- E. Any lack of repair or any other deterioration or waste suffered or committed in respect to the premises covered by the mortgage.

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

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

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

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

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

14. Unless otherwise amended in writing in connection with a specific mortgage, Seller-servicer shall receive with respect to each mortgage serviced by it hereunder (a) an amount payable from the interest portion of each monthly installment applicable to principal and interest collected by Seller-servicer, equal to the amount agreed upon at the time each mortgage is accepted and as evidenced by each commitment to purchase made by the Board; and (b) the late charges, if any, paid by the mortgagor. No service fee shall be due Seller-servicer for any period subsequent to the date of termination of this agreement, or, with respect to any mortgage withdrawn by Board, for any period after the date such withdrawal shall become effective, and any amount withheld by Seller-servicer for such period shall be immediately paid to Board. In the event of foreclosure or acquisition of the mortgaged premises by Board, no service fee shall be payable from accrued interest not actually paid by mortgagor.

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

- A. The Seller-servicer becomes insolvent or bankrupt or is placed under trusteeship or receivership, or upon Seller-servicer being restrained, suspended or disqualified as an FHA lender.

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

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

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

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

19. Seller-servicer shall, at its expense, maintain policies of fidelity, fire and extended coverage, theft, forgery and errors and omissions insurance and such other insurance normally covered

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by the Mortgage Bankers Blanket Bond in an amount and form and written by a company or companies satisfactory to Board.

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

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

22. The Seller-servicer shall furnish to, and maintain in a current condition for, the Board, on forms furnished by or satisfactory to the Board, such corporate resolutions, powers of attorney, and other similar instruments and such evidence as to the genuineness of signatures as shall be required by the Board to establish to its satisfaction the complete validity of

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all contracts, assignments, and other instruments that may from time to time be executed by the Seller-servicer in connection with transactions under this agreement.

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

ATTEST: BOARD OF REGENTS OF  
THE UNIVERSITY OF TEXAS SYSTEM

\_\_\_\_\_  
Secretary

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

ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Secretary

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

Approved as to Form: \_\_\_\_\_  
University Attorney

Approved as to Content: \_\_\_\_\_  
Executive Director,  
Investments, Trusts and Lands

- 4. Proposed Budget for the operation.-- Approval was given for the Chairman of the Board and the Executive Director of Investments, Trusts and Lands to employ the necessary personnel and work out the budget for the fiscal year ending August 31, 1968 in the Office of Investments, Trusts and Lands not to exceed \$30,000.
- 5. Authorizations needed for implementation of the program.-- The Executive Director of Investments, Trusts and Lands, or his delegate, is authorized:
  - 5.1 To recommend the Seller-servicers with which Purchase and Servicing Agreements should be made, and, after approval by

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the Board of Regents, to execute the Purchase and Servicing Agreements on the approved forms.

- 5.2 To recommend a list of Title Insurance Companies, or standards for their selection, for approval by the Board of Regents, and pending the approval of such list or standards, to accept title policies written by Companies authorized to do business in Texas which are acceptable to the Executive Director of Investments, Trusts and Lands.
  - 5.3 To perform such acts and execute such documents as may be necessary from time to time in carrying out the provisions of any such Purchase and Servicing Agreement, including authority to accept or reject loans tendered under such agreements, to execute releases of the liens securing any loan or loans when paid in full, and to execute assignments of any notes and liens when appropriate to do so.
  - 5.4 To take any and all steps as may be considered necessary or advisable to protect the interests of the Permanent University Fund in event of default occurring with respect to any FHA Insured First Mortgage note held by such Fund. Not by way of limitation, but by way of illustration only, such authority should include power to acquire title on behalf of the Board of Regents to the property securing any such note, by Trustees sale, foreclosure, or otherwise; to execute on behalf of the Board of Regents the necessary deeds conveying the properties so acquired to the Federal Housing Administration; to handle any properties so acquired pending conveyance to the Federal Housing Administration; and to incur and pay such reasonable expenses as may be necessary in the acquisition and care of any such properties.
  - 5.5 To compile and issue, after appropriate communication with other University and State offices concerned, operating procedures for this program covering accounting, delivery, payment, servicing and the like.
3. Permanent University Fund Investment Program: Appointment of Harold M. Achziger as Member of Investment Advisory Committee. -- Mr. Harold M. Achziger, Vice President and Trust Officer of The Fort Worth National Bank, was appointed to the Investment Advisory Committee for the Permanent University Fund Investment Program for a four-year term beginning September 1, 1967 and ending August 31, 1971, to succeed Mr. Robert Stewart, Jr. whose term is expiring August 31, 1967.



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The membership of the Committee as of September 1, 1967, will be as follows:

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

4. Permanent University Fund Investment Program: Employment of Investment Counsel. -- Approval was given for the continuation of employment of Lionel D. Edie & Company, Inc. as Investment Counsel for the Permanent University Fund Investment Program on a month-to-month basis beginning September 1, 1967 at \$2,083.33. (If such a basis is not accepted by Edie, the Executive Committee is authorized to work out an arrangement.)

B. Land Matters

1. Easements and Surface Leases (Nos. 2414-2434) and Water Contract (No. 120). -- Easements and Surface Leases Nos. 2414-2434 and Water Contract No. 120 were approved as follows: (All are at standard rates, unless otherwise stated, and are on the University's standard forms. Payment for easements and surface leases have been received in advance, unless otherwise stated. All have been approved as to form and content by the appropriate administrative officials and the Executive Director of Investments, Trusts and Lands is authorized to execute these documents.)

EASEMENTS AND SURFACE LEASES

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

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## EASEMENTS AND SURFACE LEASES, Continued

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

EASEMENTS AND SURFACE LEASES, Continued

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

\*Renewable from year to year, not to exceed a total of ten (10) years. Consideration shown is for the first year's rental.  
 \*\*Consideration in full (Ten (10) year Surface Lease).  
 \*\*\*First year's consideration; \$400.00 per year thereafter.  
 \*\*\*\*First year's consideration; \$100.00 per year thereafter.

WATER CONTRACT

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

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2. West Texas Lands: Change in Rates for Easements and Surface Leases and Material Source Permits. -- Approval was given for the change in rates for easements, surface leases and material source permits from those approved effective February 1, 1967, to those shown as follows. The change will be effective as to new leases, easements, etc. received by the University Land Agent on or after August 1, 1967, and as to those renewals expiring on or after that date.

PIPE LINE EASEMENTS (All measurements OD diameters)

- A. Standard rates for varying sizes of pipe line, the rates being per rod for a 10-year period, payable in advance for the 10-year period:
- |                                                |            |
|------------------------------------------------|------------|
| 1. Lines 6 1/2 inches or under                 | \$ 0.58    |
| 2. Lines over 6 1/2 inches and under 12 inches | 1.15       |
| 3. Lines 12 inches and under 25 inches         | 1.73       |
| 4. Lines 25 inches and over                    | Negotiated |
- B. MINIMUM for a pipe line easement \$50 payable in advance for the 10-year period.
- C. FILING FEE in the amount of \$5.00 made payable to the General Land Office must be submitted with all easements.

POWER, TELEPHONE AND TELEGRAPH LINE EASEMENTS

- A. Standard rates for varying types of lines, the rates being per rod for a 10-year period, payable in advance for the 10-year period:
- |                                             |            |
|---------------------------------------------|------------|
| 1. Two-wire residential type telephone line | \$ 0.29    |
| 2. Single pole line and buried cable        | 0.58       |
| 3. H-Frame pole construction                | 0.86       |
| 4. Steel towers                             | Negotiated |
- B. MINIMUM for a power, telephone or telegraph line easement \$50 payable in advance for the 10-year period.
- C. FILING FEE in the amount of \$5.00 made payable to the General Land Office must be submitted with all easements.

SURFACE LEASES (Other than grazing leases)

- |                                                                                        |                               |
|----------------------------------------------------------------------------------------|-------------------------------|
| A. Pump Stations, Booster Stations, Camp Sites, etc., per acre                         | \$15.00 per<br>acre, per year |
| B. Business Sites, Residential Sites, Microwave Towers, and other miscellaneous leases | Negotiated                    |

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C. NO FILING FEE required.MATERIAL SOURCE PERMITS (Caliche, etc.)

- |                                             |                             |
|---------------------------------------------|-----------------------------|
| A. Per cubic yard, under 20,000 cubic yards | \$ 0.29                     |
| B. 20,000 cubic yards or over, one project  | Negotiated<br>(\$0.10 Min.) |
| C. <u>MINIMUM</u> for each permit \$50.     |                             |
| D. <u>NO FILING FEE</u> required.           |                             |

ASSIGNMENTS, TRANSFER OR CORRECTION OF  
EASEMENTS, LEASES, ETC. \$ 25.00

This charge will be collected for transfer, assignment or correction of approved leases or easements, including grazing leases, where the instrument provides for approval

by the Board of Regents of such assignment, transfer or correction, except in cases where there is other cash consideration paid to the University in connection with the assignment, transfer or correction.

A FILING FEE of \$3.00 payable to the General Land Office must be submitted for grazing leases, water leases and certain other mineral leases and permits.

3. Water Lease No. 29, Gulf Oil Corporation - Crane County - Consent to Renewal of Assignment of Portion of Lands Covered by Lease to B. H. Mansell from Gulf Oil Corporation. -- Approval was given for the renewal of the consent to assignment of a portion of Water Lease No. 29 from Gulf Oil Corporation to B. H. Mansell. The renewal of the assignment is for a three-year period from June 9, 1967.

## C. Bond Matters

1. Permanent University Fund Bonds Series 1958 through 1964 and Revenue Bonds of The University of Texas at Austin, The University of Texas Medical Branch at Galveston, The University of Texas at El Paso, and The University of Texas at Arlington. -- Approval was given for the Executive Director, Investments, Trusts and Lands to negotiate with the paying agent banks of the subject bond issues (Permanent University Fund Bonds Series 1958 through 1964 and Revenue Bonds of The University of Texas at Austin, The University of Texas Medical Branch at Galveston, The University of Texas at El Paso, and The University of Texas at Arlington) for the total destruction of paid and cancelled bonds and coupons by the Texas paying agent banks with an appropriate certificate to be furnished the University indicating the bonds and coupons so destroyed. A letter agreement with each bank will be worked out by the Executive Director, Investments, Trusts and Lands.

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## II. Trust and Special Funds

## A. Investment Matters

1. Report of Purchases of Securities. -- The report of purchases of securities for Trusts and Special Funds from May 27, 1967 through July 7, 1967 was approved as follows:

PURCHASES OF SECURITIES

<u>Date of Purchase</u>	<u>Security</u>	<u>Principal Cost</u>
5/13/67	\$100,000 par value Capital National Bank 5-1/2% Time Certificate of Deposit, dated 6/13/67, due 9/13/67, purchased at par	\$100,000.00
	\$100,000 par value American National Bank 5-1/2% Time Certificate of Deposit, dated 6/13/67, due 9/13/67, purchased at par (Estate of Lila Belle Etter)	100,000.00
5/16/67	51 shares Continental Oil Co. Common Stock, purchased at 59 plus 9 rights (The University of Texas System Common Trust Fund)	3,599.00
	88 shares Ditto (Hogg Foundation: W. C. Hogg Estate Fund)	5,192.00
5/20/67	\$250,000 par value Pet Incorporated 5-7/8% Sinking Fund Debentures, dated 6/1/67, due 6/1/92, purchased at 99 Net to yield 5.95% to maturity, plus accrued interest to June 27, 1967 (The University of Texas System Common Trust Fund)	247,500.00
6/25/67	700 Shares J. C. Penney Co., Inc. Common Stock, purchased 600 at 64 and 100 at 53-5/8	45,080.26
	500 Shares PepsiCo, Inc. Common Stock, purchased at 90	45,240.00
6/27/67	800 Shares American Can Co. Common Stock, purchased at 60-3/8 (The University of Texas System Common Trust Fund)	48,660.32
6/27/67	100 Shares Chas. Pfizer & Co., Inc. Common Stock, purchased at 86-1/2 (The James W. McLaughlin Fellowship Fund - Reserve for Depletion - Galveston Medical Branch)	8,697.65
6/28/67	800 Shares Columbia Broadcasting System, Inc. Common Stock, purchased 100 at 62-3/4, 300 at 62-5/8 and 400 at 62-1/4	50,324.48
	700 Shares Texaco Inc. Capital Stock, purchased at 69-7/8 (The University of Texas System Common Trust Fund)	49,234.43

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PURCHASES OF SECURITIES  
(Continued)

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

2. U. T. System Common Trust Fund: Additions Thereto  
 .--The following supplemental additions to The University of Texas Common Trust Fund endowment account on June 1, 1967, were ratified:

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



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COMMON TRUST FUND - ADDITIONS  
(Continued)

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

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COMMON TRUST FUND - ADDITIONS  
(Continued)

Fund	Recommended Addition
Thos. E. Hogg - Residuary Legacy (\$3,237.83 already in Common Fund)	\$ 29.67
Will C. Hogg Memorial Scholarships Fund (Fund Transferred)(Book Value written off \$136,433.80)	235,918.76
Jesse H. Jones Professorship in Graduate School of Business (\$25,275.68 already in Common Fund)	264.04
Journalism Department - Various Donors (\$5,561.14 already in Common Fund)	1,163.00
Sobby Layne Scholarship Fund (\$5,470.89 already in Common Fund)	65.97
Littlefield Fund for Southern History - First Fund (Fund Transferred)(Book Value written off \$26,376.16)	25,779.31
The Will H. Mayes Scholarship in Journalism (NEW FUND)	1,124.94
The Perry and Tommie Patterson Scholarship in Political Science (\$514.95 already in Common Fund)	5.16
Lora Lee Pederson Scholarship Fund, Graduate School of Social Work (\$3,664.85 already in Common Fund)	71.67
Alma Jacobs House Piner Fund (\$7,146.70 already in Common Fund)	84.65
DeWitt Reddick Journalism Scholarship Fund (\$3,420.98 already in Common Fund)	37.29
The Amanda Stoltzfus Memorial Trust Fund (\$2,759.81 already in Common Fund)	41.75
Mollie Fitzhugh Thornton Music Scholarship Fund (\$408.17 already in Common Fund)	4.16
John Arch White Professorship in Business Administration (\$11,100.00 already in Common Fund)	2,099.78
The Robert Cantrell Feamster Foundation (Galveston Medical Branch) (\$2,744.81 already in Common Fund)	32.43
The Gaynelle Robertson and Edgar J. Poth Forum Fund for Ophthalmology and General Surgery (Galveston Medical Branch) (\$25,000.00 already in Common Fund)	24.94
The William Buchanan Professorship in Pediatrics (Dallas Medical School) (Fund Transferred)(Book Value written off \$406,250.00)	406,250.00
Fessinger Memorial Lecture Fund (U. T. El Paso) (\$1,700.00 already in Common Fund)	13.96

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COMMON TRUST FUND - ADDITIONS  
(Continued)

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

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

The following additions of cash on September 1, 1967, were also ratified:

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

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3. U. T. El Paso - Delta Kappa Gamma - Yvette C. Rosenthal Scholarship Fund. -- The request of the Delta Kappa Gamma Society of The University of Texas at El Paso for the return of the Yvette C. Rosenthal Scholarship Fund, accepted by the Board at the July, 1954 meeting, was rejected. This request was denied since it would violate the Board's long standing policy not to return funds to the donor once they are unconditionally or irrevocably given to and received by the Board of Regents of The University of Texas System.

4. Common Trust Fund: Authorization for Sale of Certain Holdings. -- The Executive Director, Investments, Trusts and Lands was authorized to sell, after discussion with the Staff Investment Committee, all or such part of the following holdings on the "B" List of stocks from time to time and on such markets as he may consider advisable and to the best interests of the Common Trust Fund. He was further authorized to invest the proceeds of such sales in stocks offering better prospects for growth in value and in dividends produced:

<u>COMPANY</u>	<u>SHARES</u>	<u>COST</u>		<u>RECENT MARKET</u>	<u>GAIN OR (LOSS)</u>
Allied Chemical Corp.	671	\$ 21,079.73	38	\$ 25,498	\$ 4,418
Atchison, Topeka and Santa Fe Ry. Co.	1,100	29,906.02	28	30,800	894
Bethlehem Steel Corp.	600	23,912.78	33	19,800	(4,113)
CIT Financial Corp.	600	16,938.96	29	17,400	461
Commercial Credit Corp.	400	17,010.24	29	11,600	(5,410)
Inland Steel Company	90	3,060.00	35	3,150	90
Libby-Owens Ford Glass	600	30,158.21	50	30,000	(158)
Norfolk & Western Ry. Co.	500	49,055.36	104	52,700	2,945
Parke, Davis & Company	300	12,041.64	27	7,950	(4,092)
Republic Steel Corp.	200	9,183.50	45	9,000	(184)
R. J. Reynolds Tobacco Co.	2,800	79,737.94	40	112,000	32,262
Union Pacific Railroad Co.	406	12,039.20	40	16,240	4,201
United States Steel Corp.	212	16,714.22	45	9,540	(7,174)
		\$320,837.80		\$344,978	\$24,140

5. Common Trust Fund and Trusts and Special Funds-- Separately Invested: Authorization for Sale of Certain Holdings. -- The Executive Director of Investments, Trusts and Lands was authorized, after discussion with the Staff Investment Committee, to sell from time to time and on such markets as he may consider advisable and to the best interests of the funds the stocks listed below which are held by the Trusts and Special Funds-- Separately Invested:

Allied Chemical Corporation  
 Atchison, Topeka and Santa Fe  
 Ry. Co.  
 Bethlehem Steel Corporation  
 CIT Financial Corporation  
 Commercial Credit Corporation

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Inland Steel Company  
 Libby-Owens Ford Glass  
 Norfolk & Western Ry. Co.  
 Parke, Davis & Company  
 Republic Steel Corp.  
 R. J. Reynolds Tobacco Co.  
 Union Pacific Railroad Co.  
 United States Steel Corp.  
 American Tobacco Company  
 P. Lorrillard Company  
 Armco Steel Corporation  
 National Steel Corporation

B. Gift, Bequest and Estate Matters

1. Anderson Hospital - Estate of Wm. G. C. MacDonald  
 The final report on the Estate of Wm. G. C. MacDonald was accepted. Total distributions have amounted to \$41,158.98, with the first distribution of \$18,000 and the final distribution of \$1,658.98 being placed in the Common Trust Fund as endowment funds, and the second and third distributions of \$10,000 and \$11,500, respectively, being sent to the Hospital as directed by the Administrator of the Hospital. Mr. MacDonald's will provided for use of the funds for the purpose of cancer research.

C. Real Estate Matters

1. Anderson Hospital: University Cancer Foundation - Sale of Property in Port Arthur (1642 Stilwell Boulevard) from Estate of Thomas Burney Kerr and Division of Proceeds with Life Tenant to Walter E. Arteaga.--  
 Approval was given for the sale of the property at 1642 Stilwell Boulevard, Port Arthur, to Walter E. Arteaga of Port Arthur at \$5,500, payable \$1,000 down and the balance in monthly installments over a period of 10 years with interest at 6%. The property came to the Cancer Foundation under the will of Thomas Burney Kerr after a life estate to Mrs. Marie Eoff. Mrs. Eoff will receive the value of her life estate, approximately \$1,200, from the down payment, after deductions of the costs of sale, and the first principal payments on the note.
2. U. T. Austin: Archer M. Huntington Museum Fund, Pipe Line and Metering Station Easement to Champlin Pipe Line Company on Huntington Lands, Galveston County.--  
 Approval was given for an easement 50' wide and 264' in length for pipe line and an easement for metering station 50' x 100' in the Samuel C. Bundick League in Galveston County. Consideration for the easements is \$1,500 for a ten year period. Option was granted to renew either or both of the easements for an additional ten year period at total rentals of \$700 for the pipe line and \$800 for the metering station.

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3. U. T. Austin: Archer M. Huntington Museum Fund - Grazing Lease to Joe M. Robinson on Huntington Lands in Galveston County. -- This matter was referred to the Committee of the Whole and it is appended as an amendment to this report (See Below.).

D. Bond Matters

1. U. T. Arlington: Authorization to Explore Possibilities of Bond Issue or Issues for Land Acquisition Program. -- The Executive Director, Investments, Trusts and Lands was authorized to explore the possibilities of a bond issue or issues of approximately \$2,000,000 for purchase of land for expansion in the foreseeable future of the campus at U. T. Arlington. This will include the services of McCall, Parkhurst & Horton as bond counsel and Sam Maclin as bond consultant as well as consideration of the sources for repayment of the bond issue. Specific recommendations will be made to the Board on these matters at a later meeting.
2. U. T. El Paso: Expansion of Student Union Building. -- Approval was given for plans to be made for the sale of bonds in the open market to finance the expansion of the Student Union Building, final plans and specifications for which are being approved by the Board at this meeting. The amount of the issue will be determined after the receipt of construction bids.

Amendment to Land and Investment Committee Report. -- The following item considered by the Committee of the Whole is reported here as an amendment to the Land and Investment Committee report.

U. T. Austin: Archer M. Huntington Museum Fund - Grazing Lease to Joe M. Robinson on Huntington Lands in Galveston County. -- Consideration was given to a proposal from Joe M. Robinson for a renewal for three years from May 15, 1967, the expiration of his earlier lease, for a grazing lease on approximately 2,637 acres of the Huntington Lands at Texas City in Galveston County, the new lease to be at annual rental of \$3,500.00 or about \$1.33 per acre. The expired lease was at \$1.20 per acre. The proposal submitted by V. J. Schmitt Company, realtors of Texas City, provided for commission of 5% of annual rental to be paid to them by the University. The new three-year lease, which will provide for cancellation on 90 days' notice by the University in the event of sale or lease for other purposes, was authorized, provided rental of \$3,500.00 annually is net to the University and any commission charged will be paid by Mr. Robinson.

BOARD FOR LEASE OF UNIVERSITY LANDS. -- Regent Brenan reported that the Board for Lease of University Lands met on July 27 with the chief purpose to arrange plans for the oil and gas lease sale on University Lands on October 5.

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REPORT OF MEDICAL AFFAIRS COMMITTEE ADOPTED. --Vice-Chairman Josey moved that the following report of the Medical Affairs Committee be adopted. Regent Brennan seconded the motion which unanimously prevailed:

The Medical Affairs Committee submits the following report to the Board of Regents and recommends that same be approved:

1. Anderson Hospital: Appointment of Mr. William Lewis Moody, IV, and Judge Fred Erisman to the Board of Visitors of The University Cancer Foundation. -- The Medical Affairs Committee approves the recommendation of Dr. R. Lee Clark, concurred in by Chancellor Ranson, that Mr. William Lewis Moody, IV of Galveston and Judge Fred Erisman of Longview be appointed as members of the Board of Visitors of The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston.

The membership of the Board of Visitors of the University Cancer Foundation of The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston consists of the following as of September 1, 1967:

Mr. Thomas D. Anderson	Mr. J. Lee Johnson III
Mr. Hines H. Baker	Mrs. Percy Jones
Mr. Ben R. Barbee	Mr. Theodore N. Law
Mr. Perry R. Bass	Mr. Maurice Lazarus
Mr. Benjamin L. Bird	Mrs. John A. Matthews
Mr. Benjamin Clayton	Mr. A. G. McNeese, Jr.
Mrs. Mirtha G. Dunn	Mr. William Lewis Moody, IV
Dr. Frederick C. Elliott	Mr. C. E. Naylor
Judge Fred Erisman	Mr. Dudley C. Sharp
Mr. Marcus Greer	Governor Allan Shivers
Mr. Leroy Jeffers	

2. Galveston Medical Branch: Special Committee to Negotiate Management Agreement with Sealy and Smith Foundation for the Operation of the Jennie Sealy Hospital. -- It is recommended that the special committee appointed December 12, 1964 to negotiate terms of a management agreement between the Board of Regents of The University of Texas System and the Sealy and Smith Foundation for the operation of the Psychiatric Hospital be discharged of its responsibilities and that a new committee be appointed composed of Vice-Chancellor LeMaistre and Vice-Chancellor Walker, representing the Chancellor's Office; Vice-President Harding and Vice-President Thompson, representing Galveston Medical Branch; and in an ex-officio capacity the Hospital Administrator or Acting Hospital Administrator.

In view of the fact that there is no record of the name of this Hospital it is recommended that it be named the Jennie Sealy Hospital and to be so referred to hereafter by that name.

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3. Galveston Medical Branch: Establishment of Medical Student Scholarship Fund and Deposit of Student's Forfeited Deposits Therein. --It is recommended that deposits of students who accept positions in the medical class and who withdraw their acceptance after January 1 of each year (forfeited deposit) be considered in the same category as a forfeited "Property Deposit" and that all forfeited deposits be transferred to a Medical School Scholarship Fund, the expenditure of such to be in compliance with Vernon's Civil Statutes, Article 2654d-1, Sections 2 and 3.

It is further recommended that from this fund scholarships be granted annually on the basis of need by the Dean of Student Affairs in an amount not to exceed tuition to a student or students above the first year class with the provision that to receive the scholarship the student must be in satisfactory scholastic standing (not on probation) and defined as a resident of the State of Texas as defined for tuition purposes.

4. Galveston Medical Branch: Request to Coordinating Board for New Department of Aerospace Medicine; Contingent upon Approval, Request for Appointment of Charles A. Berry, M. D. and Allen Duane Catterson, M. D. -- The Medical Affairs Committee recommends that the Coordinating Board, Texas College and University System be asked to approve a Department of Aerospace Medicine for The University of Texas Medical Branch at Galveston, effective September 1, 1967, or as soon as possible thereafter.

Contingent upon approval of the Coordinating Board, it is recommended that Dr. Charles A. Berry, Director of Medical Research and Operations at NASA Manned Spacecraft Center, be named as Professor and Chairman of The Department of Aerospace Medicine and that Dr. Allen Duane Catterson, Assistant to the Director of Medical Research and Operations at NASA Manned Spacecraft Center, be named Associate Professor of Aerospace Medicine, both to serve without salary.

Dr. Berry and his staff are cooperating with the members of the faculty at the Galveston Medical Branch in several studies relating to the medical phases of the Manned Spacecraft Program, and in the Department of Internal Medicine special studies are being made under NASA contract providing \$50,000. Thus, for the present, the research participation by the staff will be on a cooperative basis with the Manned Spacecraft Program and will be in relation to grants and/or contracts secured by members of the Galveston Medical Branch faculty. The members of this department will be available to give regular lectures to the medical students as well as seminars to the house staff and faculty.

It is understood that the only cost involved at the present time is for the Galveston Medical Branch to provide an office for the Chairman of the Department and his staff when he is on the campus and to make available a part-time secretary to assist the staff of the department in any writing or correspondence relative to the staff's participation in the teaching and research programs at the Galveston Medical Branch.



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## COMMITTEE OF THE WHOLE

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Chairman Erwin presented the following report of the Committee of the Whole. (For adoption, see Page 158 .)

**GALVESTON MEDICAL BRANCH: APPROVAL TO REMODEL CLAY HALL FOR CHRONIC RENAL DIALYSIS UNIT; APPROPRIATION THEREFOR; RATIFICATION OF CONTRACT WITH THE DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE NO. PH 86-67-238 (CHRONIC RENAL DIALYSIS DEVELOPMENT AND TRAINING CENTER).** -- The action of the Administration in executing a Contract No. PH 86-67-238 with the Department of Health, Education, and Welfare setting up the Chronic Renal Dialysis Development and Training Center at The University of Texas Medical Branch at Galveston was ratified. In order to provide space to house the Chronic Renal Dialysis Development and Training Center at the Galveston Medical Branch, approval was given to remodel 3,800 square feet on the first floor of Clay Hall (one of the dormitory facilities constructed in the period 1954 - 56) at an estimated cost of \$39,000.00 and an appropriation of \$39,000.00 from Unappropriated Plant Funds of the Galveston Medical Branch was authorized for this remodeling project.

The Physical Plant staff of the Galveston Medical Branch was authorized to prepare plans and specifications for the remodeling of Clay Hall with authority to the Director of the Office of Facilities Planning and Construction to approve these plans and specifications and to advertise for bids, to be presented to the Board or the Executive Committee for consideration at a later date.

**GALVESTON MEDICAL BRANCH: SALE OF OLD MACO STEWART HOME (MARGIE B. STEWART CONVALESCENT HOME FOR CHILDREN) TO R. J. ST. GERMAIN OF HOUSTON.** -- It being no longer feasible for the Galveston Medical Branch to use the old Maco Stewart Home as a Convalescent Home for Children, sealed bids for the purchase of the property were invited and copies of the invitations for bids and related materials were mailed to Mrs. Margie B. Stewart O'Daniel and other members of the immediate family. It was ordered that the bid of Mr. R. J. St. Germain of Houston in the amount of \$81,532.23 be accepted, and the Chairman was authorized to execute the deed and any other appropriate papers necessary to consummate the sale. It was further ordered that the net proceeds from the sale be dedicated to the same purpose at The University of Texas Medical Branch at Galveston as was expressed in the deed of gift by Maco Stewart with all recommendations being presented through appropriate channels in due course.

**GALVESTON MEDICAL BRANCH: PLANS AND PROCEDURES FOR PATIENT CARE FACILITIES.** -- The Board of Regents affirms that the responsibility for all patient care facilities at The University of Texas Medical Branch hospitals resides with the chief executive officer of that institution. Doctor Blocker is instructed to present to the Board

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at its September meeting plans and procedures related to bed allocation, patient assignment and medical supervision. In such plans and procedures, it is recommended that the responsibility for medical supervision and patient assignment be delegated only to full time chairmen of departments and that bed allocation be on the basis of needs for teaching and research.

**GALVESTON MEDICAL BRANCH: LEAVE OF ABSENCE FOR DOCTOR SPENCER THOMPSON.**-- The Board of Regents ratified the action of Doctor Blocker in granting a leave of absence to Doctor Spencer Thompson, to be effective July 1, 1967 and to extend during the time he is Associate Coordinator, Regional Medical Programs, Texas Region. (See Page 30.)

**GALVESTON MEDICAL BRANCH: SALARY PLAN.**-- Approval was given to the following salary plan for The University of Texas Medical Branch at Galveston:

Effective with the implementation of this plan (with exceptions outlined under Part C), participation is required (1) for all faculty members who currently hold a geographic or full-time appointment in the School of Medicine and (2) for all new full-time faculty. The basis for each individual's participation in the plan shall be recommended by the Departmental Chairman and subject to the approval of the Dean of Medicine, President, and Chancellor and authorization of the Board of Regents.

Basic Program Policy  
Full-time Faculty

Under the provisions of this plan, each full-time faculty member's income shall be determined annually, subject to the availability of funds and the specific recommendations of his chairman, approval by the Dean of Medicine, President, and Chancellor and authorization of the Board of Regents. Income may consist of (1) a base salary determined in accordance with the approved Base Salary Range and (2) permissive augmentation from professional income or other trust funds available to the department or school. Funds appropriated by the legislature may not be used for augmentation. Only the University base is guaranteed.

A. Basic Salary Range

The Basic Salary Range will be determined annually upon recommendation of the Dean of Medicine and approval by the President, and Chancellor and authorization of the Board of Regents. The Base Salary Range for Clinical Faculty effective with the implementation of this plan and until changed by the procedure indicated above shall be as follows:

Professor and Chairman	\$25,000 - \$30,000
Professor	21,000 - 28,000

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Associate Professor	\$18,000 - \$24,000
Assistant Professor	15,000 - 22,000
Instructor	11,000 - 16,000

#### B. Permissive Augmentation

Augmentation is strictly permissive and each faculty member's level of augmentation shall be determined annually upon recommendation of the Departmental Chairman, approval by the Dean of Medicine, President, and Chancellor and authorization by the Board of Regents. Funds for augmentation must be generated by the individual and/or the school. Subject to approval as outlined above, augmentation may be recommended within the range authorized by the Board of Regents. Effective with the implementation of this plan, augmentation will be permitted within the range set forth below.

Professor and Chairman	\$0 to \$15,000
Professor	0 to 15,000
Associate Professor	0 to 12,000
Assistant Professor	0 to 11,000
Instructor	0 to 8,000

#### C. Exceptions

Exceptional situations involving the academic development of a department and/or the institution will be considered individually. In such instances, a full-time faculty member may be excepted from this plan upon the recommendation by the Departmental Chairman, approval by the Dean of Medicine, President, and Chancellor and authorization by the Board of Regents. Exceptions will be approved for a period of not more than five years. By September 1972, the income of all faculty approved in this manner will be reviewed in relation to the then current base plus permissive augmentation for their academic rank. After that date all faculty who wish to continue as full-time faculty will conform to the plan.

#### D. Side Benefits

Based on the availability of funds, full-time faculty will be eligible to participate in all contributory and non-contributory side benefits described under sections F and G of this plan.

#### E. Professional Fees

Within the framework of this plan, professional fee income shall be considered to include the following:

1. Fees generated within The University of Texas Medical Branch.

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2. Fees from all professional consultations.
3. Fees for services rendered at any other state supported medical facility or institution in the State of Texas.
4. Fees for individual services at the Shriners Burns Institute and USPHS Hospital in Galveston.
5. Fees for court appearances.
6. All other professional income with the exception of the following:
  - a. Honorariums, royalties, lecture fees, non-professional retainers.
  - b. Payments for editing scientific publications.
  - c. Consultation fees (honorarium) as a regional or national consultant to any branch of the United States Government.

F. Physicians Referral Service Trust

Each department will establish a Physicians Referral Service for the use of participating full-time faculty members for billing and collection of fees. All professional fees will be billed and collected by the departmental PRS and the income will be deposited in the appropriate Departmental Trust Fund Account. No other form of billing will be permitted for full-time faculty members.

Within the framework of this plan, Departmental Trust Fund Accounts may be used for:

1. Contribution to the Medical Branch Trust Fund Account (See Part G).
2. Expenses for operation of the Departmental Physicians Referral Service.
3. Augmentation of full-time faculty salaries.
4. Additional side benefits for full-time faculty. Depending on the availability of funds, Departmental Trust Funds may be used to pay the individual full-time faculty member's expenses for:
  - a. The University of Texas Life Insurance Plan
  - b. Blue-Cross--Blue Shield Major Medical

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- c. The University of Texas Disability Insurance Program
  - d. Professional Liability Insurance Plan
  - e. Professional Society Memberships
  - f. Authorized travel, registration fees at authorized meetings
5. Support of departmental teaching, research and patient care activities.

G. Medical Branch Trust Fund Account

A Medical Branch Trust Fund Account will be established for the operation of a Medical Branch Retirement and Family Protection Plan. Not less than eight (8) percent of the gross collections deposited to each Departmental Trust Fund Account will be allocated to the Medical Branch Trust Fund Account with expenditures authorized to provide a Retirement and Family Protection Plan for all full-time faculty who are:

1. Tenure Appointees as of September 1, 1967.
2. Faculty members who have been Assistant Professors of this faculty for one year or who have been in rank in an academic medical institution for two years.

The Medical Branch Trust Fund Account will be administered by the Board of Clinical Chairmen and on the basis of a plan developed actuarially, approved by the Internal Revenue Service, and authorized by the Board of Regents, funds will be expended to provide the following benefits for all full-time faculty in the clinical and basic sciences:

1. Non-contributory annuities to provide full retirement benefits for all full-time individuals at age 65 as availability of funds permit. Such annuities will supplement, and will not duplicate, those offered by the University.
2. Additional non-contributory life insurance to provide adequate protection for the full-time faculty member and his family to cover the years until his retirement.

DALLAS MEDICAL SCHOOL AND SAN ANTONIO MEDICAL SCHOOL:  
ADJUSTMENTS IN SALARY PAY PLAN AT SEPTEMBER 1967  
MEETING.-- Dean Sprague and Dean Pannill were asked to present at the September 1967 meeting adjustments in the salary plans for the Dallas Medical School and the San Antonio Medical, respectively, to conform to the plan adopted at this meeting for The University of Texas Medical Branch at Galveston.

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HEALTH AFFAIRS COUNCIL: INSTITUTIONAL RATHER THAN DEPARTMENTAL TRUSTS ORDERED BY 1970.--It was ordered that institutional rather than departmental Physicians' Referral Service Trust, as is already in effect at The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston, be established at each medical school within The University of Texas System no later than 1970.

HEALTH AFFAIRS COUNCIL: BASE SALARY RANGES FOR THE UNIVERSITY OF TEXAS M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE AT HOUSTON.-- Since the present base salary ranges in the salary plan (augmentation or Physicians' Referral Service Trust) at The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston are below the approved levels in effect at The University of Texas Medical Branch at Galveston, The University of Texas Medical School at San Antonio, and The University of Texas Southwestern Medical School at Dallas, it was ordered that the base salary ranges at Anderson Hospital be adjusted to conform to the approved ranges as soon as possible and that the upper limits for total income be the same at the Anderson Hospital as at the three medical schools (Galveston Medical School, Dallas Medical School, and San Antonio Medical School).

ANDERSON HOSPITAL: EXPANSION AND APPROPRIATION FOR ARCHITECTURAL SERVICES THEREFOR.--It was authorized that preliminary plans be prepared for expansion of the M. D. Anderson Hospital to be used in submitting a request for federal funds for this expansion. For this purpose, \$150,000 was appropriated from Permanent University Fund Bond proceeds for architectural services therefor.

THE UNIVERSITY OF TEXAS SCHOOL OF PUBLIC HEALTH IN HOUSTON: REPORT OF EXECUTIVE ADMINISTRATIVE COMMITTEE OF THE UNIVERSITY OF TEXAS AT HOUSTON RELATING TO DETAILS TO INITIATE OPERATION SEPTEMBER 1, 1967; APPOINTMENT OF JOHN R. HALL AS ACTING DEAN; ADVISORY COMMITTEE AUTHORIZED; DEPARTMENTS OF ENVIRONMENTAL HEALTH, INDUSTRIAL MEDICINE, AND LIBRARY SCIENCES TO BE ACTIVATED; NEGOTIATIONS FOR SUITABLE TEMPORARY SPACE.--A report from the Executive Administrative Committee of The University of Texas at Houston (composed of Doctor Clark, as chairman, Doctors Arnim, Olson, and Taylor) relating to details for initiating operation of The University of Texas School of Public Health at Houston on September 1, 1967, endorsed by the Health Affairs Council, was received and adopted in principle; and specifically the following recommendations were approved:

1. Doctor John R. Hall was appointed as Acting Dean on a part-time basis, terms of contract to be negotiated, including source of funds. This appointment will enable Doctor Hall to serve as a member of the Search Committee to find a permanent dean.
2. Permission was granted to the acting dean to give temporary assignments to available personnel in the Houston area with permanent appointments subject to the approval of the dean when appointed.
3. The Executive Administrative Committee was authorized to appoint from a group of names submitted an

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advisory committee to assist in planning for the School of Public Health at Houston.

4. Authority was granted to establish initially in the School of Public Health:
  - a. A Department of Environmental Health and Doctor Lee E. Farr was named as head of this department on a temporary basis.
  - b. A Department of Industrial Medicine with the understanding that Dr. John R. Hall in addition to his appointment as Acting Dean will activate this department as a temporary appointee.
  - c. A Department of Library Sciences with an additional authorization that the head of this department represent The University of Texas School of Public Health at Houston on the Library Committee of the Houston Academy of Medicine if requested to do so.
5. The Executive Administrative Committee was authorized to negotiate for suitable temporary space for The University of Texas School of Public Health at Houston with authorization to the Chairman of the Board to execute an appropriate contract for this space subject to its approval by the Chairman of the Executive Administrative Committee, the Vice-Chancellor for Health Affairs, the University Attorney, and the Vice-Chancellor for Business Affairs.

REPORT OF HEALTH AFFAIRS COUNCIL: TITLES OF HEADS OF BIO-MEDICAL INSTITUTIONS. -- The following report was received from the Health Affairs Council:

The Board of Regents instructed the Health Affairs Council to consider changing the titles of the heads of the biomedical institutions in light of the administrative organization adopted at The University of Texas Medical Branch, June 1967.

After discussion, the Health Affairs Council recommends no additional changes in titles at the present time. Determination of such changes should be based on their academic and administrative merits for a particular institution (or group of institutions) rather than upon the desire for uniformity.

U. T. EL PASO: ESTABLISHMENT OF THE UNIVERSITY OF TEXAS AT EL PASO FOUNDATION. -- The following resolution was adopted establishing The University of Texas at El Paso Foundation:

WHEREAS, there exists a need for promoting widespread interest and commitment to The University of Texas at El Paso as well as a need for resources supplemental to the regular budgetary provisions, and

WHEREAS, it is the desire of interested persons to set up the facilities to encourage and assist in such financing,

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IT IS NOW RESOLVED, that the Board of Regents of The University of Texas System approves the establishment of, and hereby establishes, The University of Texas at El Paso Foundation; it shall be the purposes of said Foundation to promote the recognition, welfare and progress of The University of Texas at El Paso and to encourage the making of gifts to said Foundation for carrying out its purposes, and

BE IT FURTHER RESOLVED that the Board of Regents of The University of Texas System agrees to accept in trust any and all money or property, real or personal, given to or subscribed for The University of Texas at El Paso Foundation (under circumstances acceptable to the Board of Regents) subject to the following provisions:

1. The funds of such Foundation shall be devoted solely to the purposes set forth in this resolution (in accordance with the specific gift of bequest, where so provided), but shall not be used for the ordinary operating expenses of The University of Texas at El Paso. The Foundation may accept gifts, including endowments. The gifts or the income from the endowments may be used for any purpose having as its goal the academic advancement of The University of Texas at El Paso.
2. Donations to the Foundation may be given the name of the donor or other designation specified by the donor, as for example, The Richard Roe Fund of The University of Texas at El Paso; or they may be given as undesignated funds which shall be used in accordance with provisions hereinafter set out.
3. The Board of Regents shall hold, manage, control, sell, exchange, lease, convey, mortgage or otherwise encumber, invest or reinvest, and generally shall have power to dispose of in any manner and for any consideration and on any terms, the said gifts, funds or property in their discretion and shall from time to time pay out of the income, or if the income be insufficient, out of the principal, all expenses of trust and all expenditures incurred in furthering the purposes of the trust.
4. Neither any donation of The University of Texas at El Paso Foundation nor any fund or property arising therefrom in whatever form it may take shall ever be any part of the Permanent University Fund nor shall the Legislature have power or be in any wise authorized to change the purposes thereof or to divert such donation, fund or property from those designated purposes.
5. Authorization for expenditures from the funds of the Foundation (other than for expenses for administration), as in the case of all other System funds, shall be vested in the Board of Regents, and recommendations for such expenditures shall come to the Chancellor from the President of The University of Texas at El Paso.



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U. T. EL PASO: AUTHORIZATION TO VICE-CHANCELLOR FOR BUSINESS AFFAIRS TO EXPLORE FINANCING OF CLASSROOM BUILDING.-- Vice-Chancellor Walker was authorized to explore the possibilities of financing a new classroom building at The University of Texas at El Paso and to report the results back to the Board.

U. T. AUSTIN: AWARD OF CONTRACT TO SOL FRANK COMPANY FOR AIR FORCE R. O. T. C. UNIFORMS.-- The low bid of Sol Frank Company of San Antonio, Texas, to furnish Air Force R. O. T. C. uniforms for 1967-68 at a cost of \$103.64 per complete uniform was accepted and Business Manager Colvin was authorized to sign an extension contract with Sol Frank Company for the academic year 1967-68.

U. T. AUSTIN: APPROPRIATION FROM RETAINED EARNINGS OF CAMPUS SERVICES, INC. FOR SUPPORT OF BEVO.-- An additional appropriation of \$200.00 for the support of Bevo for 1966-67 was authorized from Retained Earnings of Campus Services, Inc. This action is not to be on a continuing basis. The \$200 appropriation covers repairs for the trailer which transports Bevo.

U. T. AUSTIN: AMENDMENT TO 1967-68 CLASSIFIED PERSONNEL PAY PLAN FOR PROFESSIONAL LIBRARIANS.-- The proposed amendment to the 1967-68 Classified Personnel Pay Plan for U. T. Austin changing the salary ranges of Librarian I, Librarian II, Librarian III, and Librarian IV was approved as presented by the Chancellor and has been incorporated in the revised 1967-68 Classified Personnel Pay Plan for U. T. System Offices and for U. T. Austin as set out on Pages 3-18.

U. T. AUSTIN: CONTRACT WITH BOARD OF TRUSTEES OF DEL VALLE INDEPENDENT SCHOOL DISTRICT FOR PRACTICE TEACHING AND CLASSROOM OBSERVATION-- PARTICIPATION.-- Approval was given to the following contract (Pages 80-82) between the Board of Regents of The University of Texas System and the Board of Trustees of the Del Valle Independent School District providing for practice teaching and classroom observation-- participation by students of The University of Texas at Austin in the schools operated by the Del Valle Independent School District. The Chairman of the Board of Regents was authorized to execute the document after it has been executed by the Del Valle Independent School District and approved as to content by Vice-Chancellor Hackerman and as to form by University Attorney Waldrep:

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STATE OF TEXAS  
 COUNTY OF TRAVIS

KNOW ALL MEN BY THESE PRESENTS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ATTEST:

BOARD OF REGENTS OF  
THE UNIVERSITY OF TEXAS

\_\_\_\_\_  
Secretary

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

ATTEST:

BOARD OF TRUSTEES OF  
THE DEL VALLE INDEPENDENT  
SCHOOL DISTRICT

*Bullet C. Johnson*  
Secretary

By *[Signature]*  
President

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U. T. AUSTIN: RESOLUTION AUTHORIZING ACQUISITION OF LAND FOR CAMPUS EXPANSION (HOUSE BILL NO. 287, TEXAS 60TH LEGISLATURE, REGULAR SESSION, 1967).-- The following resolution was unanimously adopted directing the acquisition of a portion of the land authorized for acquisition by House Bill No. 287, Texas 60th Legislature, Regular Session, 1967, and delegating authority to a committee to request on behalf of the Board of Regents that condemnation suits be instituted after negotiations result in a failure to agree with the landowner as to the value and damages:

RESOLUTION

WHEREAS, the Legislature of the State of Texas enacted Chapter 73, page 140, Acts 60th Legislature, Regular Session, 1967, and thereby authorized the Board of Regents of The University of Texas System to acquire certain lands for campus expansion and University purposes; and

WHEREAS, the Board of Regents desires to carry out the duties thus authorized by the Texas Legislature;

NOW, THEREFORE, BE IT RESOLVED by the Board of Regents of The University of Texas System:

1. That the lots, tracts or parcels of land situated in the hereinafter described tract in Austin, Travis County, Texas, are among those needed for campus expansion and University purposes at The University of Texas at Austin;
2. That the Board of Regents hereby delegates to a committee composed of the Chairman of the Board of Regents, the Vice-Chancellor for Business Affairs, and the Vice-Chancellor for Staff Operations the responsibility of determining when suits in eminent domain are to be filed, and authorizes the said committee to direct that suit be instituted in eminent domain for and on behalf of the Board of Regents and prosecuted to final judgment to obtain fee simple title to any part or all of those certain lots, tracts or parcels of land within the following described area in the City of Austin, Travis County, Texas, after negotiations result in a failure to agree with the landowner as to the value of the said land and as to damages:

BEGINNING at the Northeast corner of West 21st and Guadalupe Streets in the City of Austin;

THENCE North with the East line of Guadalupe Street to the South line of 27th Street;

THENCE East with the South line of 27th Street to the East line of Speedway;

THENCE North with the East line of Speedway to the Southwest line of San Jacinto Boulevard;

THENCE in a Southeasterly direction with the Southwest line of San Jacinto Boulevard to a projection of the South line of Park Place;

THENCE East with the South line of Park Place to the East line of Red River Street;

THENCE South with the East line of Red River Street to the North line of 19th Street;

THENCE West with the North line of 19th Street to the East line of the alley running in a North-South direction between Wichita Street and University Avenue;

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THENCE North with the East line of said alley to the North line of West 21st Street;  
 THENCE West with the North line of 21st Street to the place of beginning; SAVE AND EXCEPT Lots 1-6, Block 1, Whitis Addition, and Lots 10-15 and Lots 18-23, Block 10, Whitis Addition, a subdivision of Outlots 15, 16 and 17, Division "D".

3. That the Attorney General of Texas, or an attorney or attorneys duly approved by the Attorney General, be requested to file such condemnation suits and prosecute the same to final judgment, when directed by the said committee so to do, and that possession be obtained at the earliest possible time.

U. T. AUSTIN LAND ACQUISITION PROGRAM: ACCEPTANCE OF NOTE FOR JUDGMENT IN K. C. SMITH PROPERTY. --A note in the amount of \$1,000, plus interest at 6%, payable in 24 monthly installments and guaranteed by Mr. Larry Nelman and Mr. Alvis Vandygriff was accepted to satisfy the judgment of \$1,000 against K. C. Smith and wife, Foster Capital Corporation, and the Austin National Bank. This is the differential between the awarding by the commissioners and the jury finding for the property owned by K. C. Smith in Austin, Texas, which was recently acquired in The University of Texas at Austin Land Acquisition Program.

U. T. AUSTIN: TRANSFER OF FUNDS FOR LAND ACQUISITION. -- Authorization was given to transfer \$400,000 from the Unappropriated balance, Available University Fund, to Account No. [REDACTED] Land Acquisition at The University of Texas at Austin.

U. T. AUSTIN: FEASIBILITY STUDY RELATING TO SALE OF BONDS FOR THE PURPOSE OF CONSTRUCTING, EXTENDING, IMPROVING AND EQUIPPING THE UTILITY PLANT AND STRUCTURES APPURTENANT THERETO; BOND CONSULTANT; ENGINEERING FIRM, AND BOND COUNSEL. --Pursuant to the Regents' instructions at the May 1967 meeting, Executive Director Shelton reported that he had employed Mr. Sam Maclin as financial consultant and the firm McCall, Parkhurst & Horton, Bond Counsel, to make a feasibility study relating to the sale of bonds for the purpose of constructing, extending, improving, and equipping the Utility Plant at The University of Texas at Austin. The firm of Brown and Root, Inc. has been employed by the Office of Facilities Planning and Construction as the Engineering firm for this study.

Mr. Shelton reported that a financial plan for the purpose of constructing, extending, improving, and equipping the Utility Plant and structures had been worked out with Mr. Sam Maclin and Mr. Hobby McCall.

After Mr. Shelton had reviewed this plan in detail, the Regents adopted the recommendations of Messrs Walker, Shelton, Anderson, Thompson and Colvin:

1. That the purchase and installation of steam and chilled water equipment and facilities for The University of

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Texas at Austin at a total cost of approximately \$6,000,000. as recommended by the Office of Facilities, Planning and Construction be approved;

2. That the continued employment of Brown and Root, Inc., as Engineers, be authorized to develop acceptable rates to be charged to service the proposed bonds.
3. That the Executive Director of Investments, Trusts and Lands be authorized, with the assistance of Mr. Sam Maclin, Consultant, and the law firm of McCall, Parkhurst & Horton, Bond Counsel, to develop a plan for the marketing of "Utility Plant Fee Bond System" revenue series in the amount of \$6,400,000 to cover the cost of the proposed facilities plus the funding of one year's debt service requirements to be repaid by pledge of an unlimited student fee (Article 2909c, Vernon's Civil Statutes). It is contemplated, however, that the bonds will actually be serviced by a charge to all university facilities for utility service without any actual assessment of student use fees.

U. T. AUSTIN: INCREASE IN ALLOCATION FOR STEAM GENERATING EQUIPMENT, WATER CHILLING EQUIPMENT, AND EXTENSION OF UTILITY DISTRIBUTION SYSTEM. --The allocation of \$4,500,000 for one additional steam boiler and building, two water chilling stations, and utility distribution systems at The University of Texas at Austin was increased to \$6,000,000. The purpose of this increase is in order to purchase a 500,000 pounds per hour capacity boiler rather than a 300,000 pounds per hour capacity boiler originally contemplated and four 3,000 ton water cooling units with a capacity of 12,000 tons of air conditioning rather than four 2,000 ton units with a capacity of 8,000 tons originally contemplated.

U. T. AUSTIN: AWARD OF CONTRACT FOR A COMPLETE STEAM GENERATING SYSTEM FOR THE MAIN HEATING AND POWER PLANT TO HENRY VOGT MACHINE COMPANY, LOUISVILLE, KENTUCKY; AND APPROPRIATION THEREFOR. --Based on the evaluation study and the recommendation made by Brown and Root, Inc., the Engineers, and on studies made by the Physical Plant staff of The University of Texas at Austin, and recommended by the U. T. Austin Physical Plant staff a contract was awarded in the amount of \$889,217.00 to Henry Vogt Machine Company, Louisville, Kentucky, on the basis of that company's alternate bid on a Complete Steam Generating System of 500,000 pounds per hour capacity, to construct a complete Generating System for the Main Heating and Power Plant at The University of Texas at Austin.

For this project an appropriation of \$889,217 to cover the cost of this generating system was authorized to be financed from the proceeds of the proposed "Utility Plant Fee Bond System" revenue series.

Regents Bauer and Brennan voted "NO."

U. T. AUSTIN: AWARD OF CONTRACT FOR WATER CHILLING EQUIPMENT FOR CENTRAL WATER CHILLING STATIONS NO. 3 AND NO. 4 TO YORK CORPORATION OF HOUSTON, TEXAS; AND APPROPRIATION THEREFOR. --Based on the evaluation by Brown and Root,

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Inc., the Engineers, of the bids received and their recommendation and their statement that on this basis "York Corporation has transmitted the lowest and best bid due to savings in operating costs," and on the recommendation of the U. T. Austin Physical Plant staff a contract was awarded to York Corporation, Houston, Texas for water chilling equipment for the Central Water Chilling Stations Nos. 3 and 4 at The University of Texas at Austin as follows:

Base Bid	\$372,676.00
Add Alternate "A"	179,588.00
Add Alternate "B"	179,588.00
Add Alternate "C"	<u>6,760.00</u>
 Total Contract Award	 <u>\$738,612.00</u>

For this project an appropriation of \$733,542.00 to cover the cost of this equipment was made. This is to be financed from the proceeds of the proposed "Utility Plant Fee Bond System" revenue series.

Regents Bauer, Brennan, and Kilgore voted "NO."

U. T. AUSTIN: (1) LITTLE CAMPUS BUILDINGS A, E, H, I, J, AND K TO BE DEMOLISHED; REFURBISHING OF BUILDINGS B, C, AND G; APPROPRIATION FROM AVAILABLE UNIVERSITY FUND THEREFOR AND ASSIGNMENT OF SPACE FOR DIVISION OF EXTENSION (2) UNIVERSITY JUNIOR HIGH SCHOOL, ASSIGNMENT TO COLLEGE OF EDUCATION.--A written report, dated July 14, 1967, was received from Vice-Chancellor Hackerman pursuant to the Board's request to the Administration to bring specific recommendations regarding what are the plans for use of the University Junior High School Building and the Little Campus Buildings. The following were authorized:

1. It was ordered that the materials stored in Building A be removed and stored at some other place and that Building A be demolished immediately and certainly by September 1, 1968.
2. It was ordered that Buildings B, C, and G be refurbished at a cost of not more than \$60,000.00 for use by the Division of Extension for at least five years. For this refurbishing an appropriation of \$60,000.00 from the Available University Fund was authorized.
3. Until such time as the new quarters for The Daily Texan are prepared and the Visual Instruction Bureau can be moved to another place, it was ordered that Building E be left as it is.
4. Approval was given to the transfer of the Cotton Research Council from Building K to Building H.
5. It was ordered that Building I (the power plant) be retained until such time as the campus power facilities can be extended to Little Campus and at that time it is ordered that Building I be demolished.



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6. As soon as other space can be found for the rock and core collections of the Bureau of Economic Geology, it is ordered that Building J be demolished and certainly by September 1, 1968.
7. As soon as all of the storage by the various departments can be moved to other places, it is ordered that Building K be demolished and certainly by September 1, 1968.
8. It is also ordered that University Junior High School Building be assigned to the College of Education when it is vacated by the Department of Music in approximately two years.

U. T. AUSTIN: LYNDON BAINES JOHNSON SCHOOL OF PUBLIC AFFAIRS. --Following consideration of the report of the Faculty Planning Committee for the Lyndon Baines Johnson School of Public Affairs and the recommendations of the Chancellor, it was ordered:

1. That the name of the new school be officially confirmed as The Lyndon Baines Johnson School of Public Affairs.
2. That the Faculty Planning Committee's report be received, that the members of the committee be sincerely thanked for their labors and accomplishments, and that they be discharged from further responsibility.
3. That the Planning Committee's report be approved in principle, and specifically that the school initially offer only a Master's degree with the granting of a doctorate to be developed later, that the school be headed by a dean rather than by a director, that the school be administratively independent of other schools and colleges with its dean reporting directly to the Vice-Chancellor for Academic Affairs and the Chancellor, and that the faculty of the school be constituted through joint appointments with the established departments and schools with the inter-departmental professorships presently to be funded with moneys set aside for the school and the individuals to be approved through the usual academic channels and recommended to the Board of Regents.
4. That a small interim faculty advisory committee be appointed by the Chancellor to institute an immediate and urgent search for a dean and to proceed with specific planning for the school.
5. That the present Institute of Public Affairs and its several programs be merged into the Lyndon Baines Johnson School of Public Affairs and that Professor Lynn Anderson be named Acting Director of the Institute, and
6. That the administration be authorized and directed to report these actions to Commissioner Jack Williams for approval in principle by the Coordinating Board, Texas College and University System.

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PORT ARANSAS MARINE INSTITUTE. --Following a report by Vice-Chancellor Hackerman as to the faculty members and the graduate students that can be taken care of at Port Aransas Marine Institute, it was ordered that the facilities and operation of The University of Texas Marine Science Institute at Port Aransas be expanded. Vice-Chancellor Hackerman was authorized to negotiate with the Nueces County Park Board for forty additional acres of land adjacent to the Port Aransas Marine Institute. When the facilities are expanded, it is anticipated that this institute will accommodate 24 faculty members and 60 students.

U. T. SYSTEM: CONCURRENT STUDIES OF ORGANIZATION OF ARTS AND SCIENCES AT U. T. AUSTIN, U. T. ARLINGTON, AND U. T. EL PASO. --Chancellor Ransom's recommendation that approval be given to a System-wide survey of programs and organization in Arts and Sciences "with the expectation that U. T. Austin, U. T. Arlington, and U. T. El Paso will exchange information and plans. It is understood that although each general institution will address local problems, collaboration will help both to clarify these problems and to assist faster development of better programs and organization."

U. T. SYSTEM AND U. T. AUSTIN: UNIVERSITY PROFESSORSHIPS. -- Approval was given to the following recommendations of Chancellor Ransom:

Recommendations:

1. That an interdisciplinary program be established
2. That university professors staff this program
3. That appropriate final announcements of courses include a section on University Courses

(The relevance of these courses to specific degree programs, majors, and minors will be determined by the respective departmental or college faculties. The courses, therefore, could be required, elective, taken for surplus credit or audited with the approval of the professor concerned.)

4. That subsequent budgets include a section consolidating these professorships and the program
5. That in The University of Texas at Austin, Professor John Silber, presently chairman of the Philosophy Department, be named Chairman of University Professors and assume a university professorship
6. That the administration be authorized to seek foundation and other outside support for this program and these appointments.

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At present, there will be no major expansion of any budget for this program since salaries will be provided from the budget already submitted or from unappropriated balances. Further development (like further need of support) must be tested by the effectiveness of inter-departmental work and recognition (inside and outside the University) of the significance and distinction of this plan.

**U. T. SYSTEM: USE OF THE UNIVERSITY'S NAME IN ORGANIZATION AND OTHER TITLES.--It was ordered:**

1. That the Board of Regents specifically deny the right to use the title "The University of Texas" or "University of Texas" in connection with any group or activity not directly associated with the U. T. System or one of its component institutions.
2. That campus organizations and programs use the title "The University of Texas" or "University of Texas" only when there is a clear identity with official operation or approved academic programs of the institution.
3. That each organization, office, or informal group proposing to use the name "The University of Texas" or "University of Texas" in its title first receive official approval of that use through proper channels.

**U. T. SYSTEM: REVISION IN BANK DEPOSITORY AGREEMENT.--The Board of Regents authorized and directed that the following types of securities be added to those presently eligible under the depository agreements:**

1. Bonds or other evidences of indebtedness which are guaranteed as to both principal and interest by the U. S. Government.
2. The following bonds of the State of Texas or its political subdivisions, rated "A" or better:

Veteran's Land Bonds  
Junior College Districts

With the addition of these securities, the Board ordered that the bank depository agreement form be amended by changing Article IV to read as follows:

IV.

All funds on deposit with DEPOSITORY to the credit of the above DEPOSITOR (including "Demand Deposit(s)," "Time Deposit(s), Open Account" and "Time Certificate(s) of Deposit") shall be secured as follows:

1. Bonds or other evidences of direct indebtedness of the United States.
2. Bonds or other evidences of indebtedness which are guaranteed as to both principal and interest by the United States.
3. Bonds of the Board of Regents of The University of Texas System.

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4. Permanent University Fund Bonds of the Texas A & M University System.
5. Bonds of the following categories which are rated "A" or better by Moody's and Standard and Poor's or by either if not rated by both:
  - a. Tax bonds of the State of Texas.
  - b. State of Texas Veteran's Land Bonds.
  - c. Colleges of the State of Texas Constitutional Tax Bonds.
  - d. Tax supported bonds of Texas cities, Texas counties, Texas independent school districts, and Texas junior college districts.
  - e. Revenue bonds of utility systems issued by Texas cities.

(All of the above listed evidences of indebtedness are hereinafter called "bonds".) The bonds so pledged shall have an aggregate market value, exclusive of accrued interest, at all times at least equal to the sum of the balances on deposit with DEPOSITORY in all accounts of the DEPOSITOR. At the time bonds are pledged hereunder under Item 2 above, DEPOSITORY shall furnish to DEPOSITOR a list of such bonds on which it shall certify as to the guarantee by the United States and the then market value thereof. At the time bonds are pledged hereunder under Item 5 above, DEPOSITORY shall furnish to DEPOSITOR a list of such bonds on which it shall certify the ratings of such bonds by Moody's and Standard and Poor's and the then market value thereof.

The Board further authorized the existing Bank Depository Agreements to be amended to include the revised Article IV by letter agreement with the banks concerned.

REPORT BY MR. BLUNK ON UNIVERSITY DEVELOPMENT BOARD: NAME CHANGE TO LITTLEFIELD HOUSE AND LITTLEFIELD CARRIAGE HOUSE.--Executive Director Blunk of the University Development

Board reported that Mr. Marvin Collie and Mr. Dan Krausse have accepted their appointments by the Board of Regents to membership on the Development Board; that the Ex-Students' Association had renamed Ed Clark as a member and that Mr. Clark had accepted the appointment. To succeed Hines H. Baker whose term expires August 31, 1967, the Ex-Students' Association had appointed Jack Wrather of Los Angeles, California.

Mr. Blunk said that his office was looking forward to an early move to the Littlefield Home.

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At this point, upon the recommendation of Chancellor Ransom, the Board ordered that the name of the Littlefield Home be changed to "Littlefield House" and the Carriage House be officially named the "Littlefield Carriage House."

CHANCELLOR'S DOCKET NO. 17.--Chancellor's Docket No. 17 was approved in the form as distributed and is attached to, and made a part of, the minutes following Page 158 .

1967-68 BUDGETS: ACADEMIC RATES FOR TEACHING ASSISTANTS, TEACHING ASSOCIATES, AND FELLOWS (U. T. AUSTIN, U. T. ARLINGTON, U. T. EL PASO, AND ANDERSON HOSPITAL).-- The following 1967-68 academic rates for Teaching Assistants, Teaching Associates, and Fellows were approved for U. T. Austin, U. T. Arlington, U. T. El Paso, and Anderson Hospital as set out below:

<u>Institution</u>	<u>Full-time Nine-month Rate</u>
The University of Texas at Austin <u>Teaching Assistants</u> <u>Teaching Associates</u>	\$ 4,800 - \$ 7,400 5,600 - 8,000
The University of Texas at Arlington <u>Teaching Assistants</u>	\$ 5,000 - \$ 5,850
The University of Texas at El Paso <u>Teaching Assistants</u>	\$ 4,500 - \$ 6,000
The University of Texas M. D. Anderson Hospital and Tumor Institute at Houston <u>Clinical Fellows</u>	

One year of internship and one year of residency training are required to qualify as a first year fellow, provided all the training has been in the United States. If the training has been foreign, one year of internship and two years of training are required to qualify as a first year fellow.

	<u>Twelve-month Rate</u>
1st year	\$ 5,000
2nd year	\$ 6,000
3rd year	\$ 7,000
4th year	\$ 8,000
5th year	\$ 9,000
6th year or Senior Fellow	\$10,000

U. T. SYSTEM: 1967-68 OPERATING BUDGETS (INCLUDING AUXILIARY ENTERPRISES).-- Approval was given to the proposed 1967-68 Operating Budgets, including auxiliary enterprises. These are in Volume XXII, Annual Budgets, 1967-68, for The University of Texas System as indicated below:

- The University of Texas System Offices including Available University Fund
- The University of Texas at Austin--as amended. Chairman Erwin voted "NO" with respect to the budget for the School of Law and the budget for the Texas Memorial Museum.
- The University of Texas at Arlington

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The University of Texas at El Paso--as amended.  
 The University of Texas Medical Branch at Galveston  
 The University of Texas Southwestern Medical School  
 at Dallas  
 The University of Texas Medical School at San Antonio  
 The University of Texas Nursing School at Austin  
 The University of Texas Dental Branch at Houston  
 The University of Texas M. D. Anderson Hospital and  
 Tumor Institute at Houston  
 The University of Texas Graduate School of Biomedical  
 Sciences at Houston--as amended.  
 The University of Texas School of Public Health at Houston

M. D. ANDERSON HOSPITAL AND TUMOR INSTITUTE: PHYSICIANS'  
 REFERRAL SERVICE BUDGET.-- The Physicians' Referral Service  
 Budget of M. D. Anderson Hospital and Tumor Institute for 1967-68 was  
 approved as presented.

U. T. SYSTEM: SALARY RECOMMENDATIONS EFFECTIVE  
 AUGUST 1, 1967.-- Salaries for the following administrative positions  
 as reflected in the 1967-68 Operating Budgets were ordered effective  
 August 1, 1967.

System Offices:

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

Component Units:

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

REGENTS' RULES AND REGULATIONS, PART ONE: AMENDMENTS  
 TO CHAPTER V (EX OFFICIO MEMBERS OF THE GRADUATE  
 ASSEMBLY), TO CHAPTER VII / (1) MEMBERSHIP OF DEVELOP-  
 MENT BOARD AND (2) INTERNAL FOUNDATIONS / -- The necessary  
 rules were suspended and Part One of the Rules and Regulations of the

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Board of Regents of The University of Texas System for the Government of the University System was amended effective immediately:

1. By deleting Section 6.11 of Chapter V and substituting in lieu thereof the following:

Ex officio Members without Vote.-- The Chancellor of The University of Texas System, the Vice-Chancellor for Academic Affairs of The University of Texas System, the institutional heads of the component institutions other than The University of Texas at Austin, the graduate administrator at each component institution, the Associate Graduate Deans of The University of Texas at Austin, and the administrative heads of colleges and schools (which are not subdivisions of colleges) are ex officio members without vote. However, the administrative heads of the Graduate School of Library Science, the Graduate School of Social Work, and the Nursing School (System-Wide) shall be entitled to seats with vote until such time as there shall be in such schools two or more members of The University of Texas System Graduate Faculty eligible for nomination and election to the Assembly. Ex officio members of The University of Texas System Graduate Assembly shall not be eligible for nomination and election to said Assembly.

2. By deleting the first paragraph of Section 1.61 of Chapter VII and substituting therefor the following:

The University of Texas System Development Board shall consist of one member of the Board of Regents designated by the Chairman, with the consent of the Board of Regents, the Chancellor, six members named by the Executive Council of the Ex-Students' Association of The University of Texas at Austin, fifteen members named by the Board of Regents, and the chairmen of the advisory councils for the component institutions out of Austin as ex officio members without vote.

3. By adding to Section 2.2 in Chapter VII on Page 77 to the list of Internal Foundations the following:

The University of Texas Medical  
Branch at Galveston Foundation                      1967

The University of Texas at El Paso  
Foundation                                                              1967

BOARD OF REGENTS: RULES AND REGULATIONS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF TEXAS SYSTEM FOR THE GOVERNMENT OF THE UNIVERSITY SYSTEM, PART TWO.-- Approval was given to the Rules and Regulations of the Board of Regents of The University of Texas System for the Government of the University System, Part Two as amended and as set out below. This revision of the Rules and Regulations will be substituted in lieu of the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part Two. This volume has been revised to conform to existing practices and procedures and to incorporate the provisions of the riders of the appropriation bill effective September 1, 1967. Such provisions that differ from previous rider provisions will not be effective until September 1, 1967.

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

PART TWO

1967

Adopted by the Board of Regents on January 23, 1960  
(with amendments to July 28, 1967)



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## Explanatory Statement - Part Two

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

## CHAPTER I

## GENERAL

Sec. 1. Gifts to The University of Texas System

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

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

- 1.5 Except as provided in the preceding sections, no member of any staff has the power to accept gifts of money to The University of Texas System or to any of its component institutions. Gifts to the component institutions of books or other objects of very small value and very obvious propriety, without conditions attached, may be accepted by individual members of the staffs provided these gifts are reported to the Board.
- 1.6 Neither The University of Texas System nor any of its component institutions will accept a gift for the benefit of any designated student unless the donor is exempt from Federal Income Taxes as defined by the Commissioner of Internal Revenue.
- 1.7 The acceptance of gifts of real property is prohibited without prior express approval of either the Coordinating Board, Texas College and University System or the Legislature except for establishing scholarships, professorships, or other trust funds for educational purposes and then only on condition that such gifts must not later require legislative appropriations for maintenance, repair, or construction of buildings. (Current Appropriation Bill)

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

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

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

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

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

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non-teaching personnel, with respect to student and faculty activities conducted on premises owned or occupied by any component institution of The University of Texas System, and with respect to student and faculty housing situated on premises so owned or occupied, neither The University of Texas System nor any of its component institutions will discriminate either in favor of or against any person on account of his or her race, creed, or color.

## CHAPTER II

## ACCOUNTING, AUDITING, REPORTING, AND BUDGETARY CONTROL

Sec. 1. Types of Funds.

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

Sec. 2. Accounting.

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

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

Sec. 3. Auditing.

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



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

Sec. 4. Reporting.

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

Sec. 5. Operating Budgets.

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

Sec. 6. Legislative Budget Requests.

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

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CHAPTER III

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

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

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

Sec. 2. Deposits with Institutional Business Office.

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

Sec. 3. Deposits with the State Treasurer.

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

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

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

Sec. 4. Local Institutional Funds.

- 4.1 All local income, not required to be deposited in the State Treasury, must by law be deposited in official depository banks for safekeeping.
- 4.11 Depository agreements with official depository banks shall be negotiated, as necessary, by the Vice-Chancellor for Business Affairs or his delegate with those banks approved by the Board of Regents and in accordance with the then current policies of the Board. Such depository agreements shall be submitted through the Chancellor to the Board of Regents for approval.

- 4.12 Requests for authorized signatures, or changes thereto, for bank accounts maintained in all depository banks, shall be forwarded to the System Comptroller, who shall refer such requests to the Chancellor for approval and notification of the banks concerned.
- 4.2 Depository banks selected shall furnish adequate surety bonds or securities to assure safety of these funds. Local funds shall be deposited in the depository banks as soon as possible, but in no event later than five days from the date of collection. The ratio between demand deposits and time deposits will be maintained in accordance with the current policies of the Board of Regents.
- 4.3 The Board of Regents and the institutional heads may not, by law, borrow money from any person, firm, or corporation to be repaid from local funds except as specifically authorized by the Legislature.
- Sec. 5. Charge Sales. -- The University of Texas System is not allowed, by law, to sell property or service on credit.
- Sec. 6. Sales to U. T. Employees. -- Sales of surplus equipment may be made to employees of The University of Texas System or of any of its component institutions only after authorization by the Board of Regents through docket approval.
- Sec. 7. Vouchers for Expenditures.
- 7.1 At The University of Texas at Austin, vouchers for disbursement of funds shall be prepared in the departmental offices of the institution. Such vouchers shall be signed by the head of the department, or someone recommended by him in writing and appointed by the Chancellor, and such vouchers shall be approved by an authorized person in the Auditor's Office.
- 7.2 At the other component institutions, vouchers shall be prepared, where possible, in the business offices, and all vouchers shall be approved by the institutional chief business officer or some person to whom he may delegate such authority.
- 7.3 Vouchers shall be prepared on prescribed State of Texas Purchase Voucher Form adapted for institutional use.
- 7.4 Vouchers are to be coded in the business offices within the approved expenditure codes and, if payable by warrant from the State Treasurer, with the proper expenditure classifications furnished by the State Comptroller.
- 7.5 If two or more invoices from the same vendor and chargeable to the same account are to be paid, payment may be by one voucher, even though covered by more than one requisition and/or purchase order except:
- 7.51 Separate vouchers shall be prepared for contract and noncontract invoices on purchases through the Board of Control.
- 7.52 Separate vouchers shall be prepared for invoices for purchases made through the Purchasing Division and Printing Division of the Board of Control.

7.6 Cash discounts and credits shall be shown in full on the vouchers and shall include the amount and number of the invoice, less discount or other credits, and the net amount. Explanations shall be made for all deductions.

7.7 A red "Rush - Discount" tag shall be attached to the face of the voucher and, in such cases, they shall be handled separately from other vouchers in the business office.

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

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

CERTIFICATION

I, \_\_\_\_\_, do hereby certify that I am \_\_\_\_\_,  
(Title of person certifying) and that I am duly authorized to  
make this certification for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
(Name of payee company/claimant). I further certify that the attached invoice is correct and that it corresponds in every particular with the supplies and/or services contracted for. I further certify that the account is true, correct, and unpaid.

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

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

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

Sec. 10. Outstanding Checks.

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

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

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

Sec. 12. Payrolls.

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

- 12.2 At The University of Texas at Austin, payrolls for all regular salaried employees, except those for Auxiliary Enterprises, shall be prepared in the Payroll Division of the Auditor's Office and approved by the Auditor or Assistant Auditor.
- 12.21 Vouchers and payrolls for weekly and hourly employees, and regular salaried employees in Auxiliary Enterprises, shall be prepared in triplicate on proper forms by the department concerned. They shall be approved by the head of the department, or someone authorized to sign for him, and shall include the name of the payee, accurate calculations of pay, as well as the account to which charge is made.
- 12.22 Those covered by Workmen's Compensation Insurance shall be so indicated.
- 12.23 Two copies shall be transmitted to the Payroll Division for processing and for approval by the Auditor or Assistant Auditor.
- 12.3 At the other component institutions, all payrolls shall be prepared in the business office from regular budgets, appointment forms and letters, time cards, etc., and approved by the chief business officer or a person designated by him.
- 12.4 If payment for regular salaried employees is for less than a month, the salary shall be figured proportionately on the actual number of days in a given month, e.g., 28, 30, 31.
- 12.5 Deductions for income tax, teacher and employee retirement, and social security, as well as group life insurance, authorized health insurance, tax - sheltered annuities, and savings bonds, are made where applicable on all payrolls.
- 12.6 Dates for distribution of salary checks vary at the component institutions and will be announced by the respective business offices.
- Sec. 13. Absence from Usual and Regular Duties, Authorization for Absence, Including Travel, and Travel Expense Reimbursement.
- 13.1 Absence from Usual and Regular Duties.
- 13.11 Authorization for any member of a faculty or staff of a component institution of The University of Texas System to be absent from his usual and regular duties will be granted only under the following conditions:
- 3.111 When such absence is on state business, which shall include among other purposes, the formal presentation of original researches by an employee before a national, international, regional, or state learned society, and
- 3.112 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution.
- 13.2 Authorization for Absence for Staff Members Whose Regular Duty Does Not Require Travel. -- Authorization for absence from usual and regular duties, including travel from the city or town where the officer or employee is regularly stationed, will be granted by the Board of Regents, or by the administrative officer as hereinafter delegated by the Board, only in advance, as follows:

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13.34 Partial per Diem for Meals and Lodging.

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

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

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

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

13.36 Day Defined for per Diem Purposes.

13.361 The calendar day (midnight to midnight) is the unit for computing the per diem allowance.

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

- day. A fraction of a per diem period of six (6) hours is defined to be two (2) hours or more.
- 13.363 Computation of per diem shall be on a quarter day basis, the initial quarter to be that in which travel begins and the final quarter to be that in which travel ends.
- 13.364 When both in-state and out-of-state travel occur in the same calendar day, the rate of travel allowance for all travel in that day shall be seventeen dollars (\$17.00) per diem.
- 13.37 Transportation Allowance.
- 13.371 Rented or Public Conveyance Including Taxis. -- An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business, excluding Federal tax. Payment of said transportation allowance may be made by either of the following methods, upon selection by the Chancellor or the head of the component institution, in advance of authorized official travel.
- 13.3711 Where the employee pays for public transportation, including taxis, from his personal funds, receipts for such necessary transportation, excluding receipts for city bus, taxi or limousine fares in amounts of \$2.50 or less, shall be obtained and attached to the employee's expense account when submitted. A detailed list of all claims for rented or public transportation including city bus, taxi, and limousine fares in amounts of \$2.50 or less shall be shown on the Travel Expense Account under "Record of Transportation Claimed for Each Trip."
- 13.3712 The Chancellor or heads of component institutions may request commercial transportation companies to furnish required transportation for official business to designated employees of Central Administration or such institutions upon the presentation to cooperating transportation companies of transportation requests approved by the Chancellor or the head of the institution requesting such transportation. The transportation request shall specify the class of transportation authorized. The monthly billings for such transportation services from the transportation company will be vouchered on a regular purchase voucher, showing the detail of such furnished transportation for each trip, with a complete statement attached setting out in detail why each trip listed was necessary in the operation and maintenance of the institution.

- 13.372 Private Automobile. --An employee traveling in his personally owned automobile shall be reimbursed at the rate of ten cents (10¢) per mile on the basis of the shortest practical route between points. No additional expense incidental to the operation of such automobile shall be allowed.
- 13.3721 "Shortest practical route" as indicated above shall include the use of Farm-to-Market roads in the State of Texas. The latest official highway map published by the State Highway Department shall be the official map for use in computing such mileage. For out-of-state travel, mileage will be computed from standard highway maps.
- 13.3722 When two or more employees travel in a single private automobile, only one shall receive a transportation allowance, but this provision shall not preclude each traveler from receiving a per diem allowance.
- 13.3723 When two, three, or four officials or employees of Central Administration or one of the component institutions of The University of Texas System with the same itinerary on the same dates are required to travel on the same official state business for which travel reimbursement for mileage in a personal car is claimed, mileage reimbursement will be claimed and allowed for only one of the employees except as provided hereafter. If more than four employees attend such meeting or conference in more than one car, full mileage reimbursement shall be allowed for one car for each four employees and for any fraction in excess of a multiple of four employees. If, in any instance, it is not feasible for these officials or employees to travel in the same car, then prior official approval from the Chancellor for Central Administration, or the head of the component institution for employees of that institution, shall be obtained and shall be considered as authorization and the basis for reimbursement for travel for each person authorized to use his personal car in such travel.
- 13.3724 Reimbursement for out-of-state transportation for the use of personally owned automobiles together with per diem shall never exceed the cost of commercial first class transportation from the nearest airport and the per diem required had the employee travelled by such conveyance. The determination of the allowances due owners of personally owned automobiles in compliance with this paragraph shall be as follows: (1) Per diem shall be determined by the use of an airline schedule which would have sufficed for the performance of the official business. (2) Expenses of transportation to airfields from points where airports are not available shall be allowed in addition to the cost of first class commercial air transportation. (3) When additional passengers are conveyed on out-of-state trips in

personally owned automobiles they shall receive as their expenses per diem based on automobile travel time. (4) Persons traveling to points not served by airlines shall receive mileage and per diem based on actual miles traveled and other expenses as authorized elsewhere in these regulations.

- 13.373 Private Airplane.-- The current appropriation bill provides that the rate of reimbursement to executive heads and key officials for travel in their personally owned airplanes within the boundaries of Texas and between points of necessary official business shall be sixteen cents (16¢) per highway mile.
- 13.38 Reimbursement for Dues or Registration Fees. -- Reimbursement will not be allowed for dues, registration fees, or similar expense incurred in joining or attending any type of organizations or associations unless the membership is in the name of the State of Texas and/or The University of Texas System or a component institution thereof. Reimbursement will not be allowed for the cost of meals that may be included in the registration fees. Receipts for such dues or registration fees shall be obtained and attached to the expense account. If reimbursement is claimed, vouchers shall include a statement that the membership is in the name of The University of Texas System or the appropriate component institution thereof.
- 13.39 Exceptions to per Diem Allowance.-- Executive heads of component institutions shall be reimbursed for their actual meals, lodging and incidental expenses when traveling on official business either in or out of the State. Employees of State Agencies designated by the Governor to represent him officially at governmental meetings or conferences when held out of the State shall receive actual meals, lodging, and incidental expenses, and such employees may be reimbursed out of appropriations made to the agencies by which they are employed. The following administrative officers of the System are authorized and directed by the Board of Regents and the Chancellor to represent The University of Texas System and its component institutions outside the boundaries of the State of Texas, and in such representation they shall receive reimbursement for the actual cost of meals, lodging and incidental expenses, not to exceed \$35.00 per day in lieu of any fixed per diem allowance:

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

In like manner, two administrative officers from each of the component institutions are authorized and directed by the Board of Regents and the Chancellor to represent their respective institutions

outside the boundaries of the State of Texas, and in such representation they shall receive reimbursement for the actual cost of meals, lodging and incidental expenses, not to exceed \$35.00 per day in lieu of any fixed per diem allowance. The administrative officers entitled to such reimbursement shall be designated in writing by the Chancellor upon recommendation of the institutional heads.

13.3(10) Special Exceptions to Foregoing General Travel Regulations.--

The provisions of the foregoing general travel regulations apply to all employees and all funds but employees may elect to take advantage of the specific exceptions authorized below:

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

13.3(10)2 Grants and Trust Funds.-- Travel allowances paid from grants and trust funds, unless otherwise specified under the grant or gift, may be on a per diem basis as specified in the foregoing general travel regulations except that a maximum of \$17.00 per calendar day per diem rate shall apply to both in-state and out-of-state travel. When anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the per diem for all or any part of the travel, provided that the employee shall be notified of such reduced per diem before being allowed to incur any expense. In addition to per diem, costs of public transportation or rented vehicle, supported by receipts for expenses in excess of \$2.50, will be paid. If transportation is by private car, reimbursement will be paid at a rate not to exceed 10¢ per mile but limited to an amount not in excess of the cost of regular air transportation. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for registration fees or similar expenses shall be obtained and attached to the expense account.

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

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

14.1 Vouchers for freight and express charges are, if practicable, made payable to the local agent but in the name of the transportation company. A careful check shall be made for damages or shortages and, if any,

notation is made on the receipt of the transportation company before the shipments are accepted. The vendor shall be notified in writing when damages or shortages occur and a copy of the notification shall be attached to the voucher when deductions are made on the invoice. In general, charges for freight and express are made against the same accounts as those charged for the purchase of the related materials.

14.2 Transportation charges for purchases at delivered prices (f. o. b. destination) cannot be paid by a component institution. An acceptance shall, therefore, not be given the transportation company unless such charges are prepaid.

14.3 A copy of the advertisement, as well as the invoice and affidavit of the publisher, showing rates in conformity with State laws, shall be attached to vouchers for advertisements.

14.4 Vouchers for postage and postal box rent shall be made payable to the United States Postmaster. Postage stamps are available at a central supply center at most institutions. Where a postage meter is used by the institution, the use of stamps is limited.

14.5 Payment for telephone charges shall be handled at The University of Texas at Austin through the Office of the Director of Physical Plant. Interdepartmental vouchers are sent to the department being charged and all long-distance calls shall be carefully checked in the department before the vouchers are sent to the Business Office. At the other component institutions, the vouchering and checking shall be handled through the business offices. Only authorized persons shall make long distance calls on University business and personal long distance calls shall not be charged to institutional accounts.

14.6 Copies of all telegrams sent shall be retained in the files of the department or office responsible for the charge for one fiscal year and shall be checked against the itemized bill from Western Union before vouchering the bill. The itemized statement from Western Union showing the persons sending each telegram and the person to whom the message was sent shall be attached to the voucher for payment.

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

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

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Sec. 16. Insurance on Money and Securities. -- As approved by the Board of Regents, The University of Texas System carries a blanket System-wide policy insuring against loss of money or securities at any of the component institutions. The premium paid by each institution is separately computed and is based on the coverage applicable at each institution. At the time any loss occurs at any institution, the System Comptroller shall be notified by the appropriate institutional business officer and shall approve all loss claims and settlements. Any settlement over \$2,000 and under \$10,000 shall be approved by the Chancellor as well as by the Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of \$10,000 or more must have the advance approval of the Board of Regents. Money and Securities coverage may be combined with the blanket position fidelity bond. See Chapter V, Section 2.15.



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CHAPTER IV

PURCHASING

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Sec. 1. Authority to Obligate Funds. -- The official purchasing agents of the component institutions shall have sole authority to obligate funds of their respective institutions for purchases unless otherwise provided in these regulations or otherwise specifically approved by the institutional head and the Chancellor or by the Board of Regents. No liability can be assumed for payment of obligations except those incurred in accordance with authority thus granted.

Sec. 2. Purchasing Ethics.

- 2.1 All qualified, reputable bidders shall be given equal opportunity to submit bids on a uniform basis when competition is possible.
- 2.2 No bidder shall receive special consideration or be allowed to revise his bid after the time set for opening bids.
- 2.3 Purchasing agents and their staffs and others authorized by or under these regulations to make purchases shall not accept gratuities or become obligated to individuals or firms seeking business.
- 2.4 Any violations of these purchasing ethics shall be reported promptly to the Chancellor and to the Board of Regents.

Sec. 3. Purchases of Supplies and Equipment.

- 3.1 Unless otherwise provided in these Rules and Regulations or specifically approved by the Board of Regents, the State Purchasing Act of 1957 shall govern the purchasing policies of The University of Texas System. This Act authorizes the purchase, without approval of the Board of Control:
  - (a) Supplies, materials, services, and equipment for resale.
  - (b) Supplies, materials, services, and equipment for Auxiliary Enterprises.
  - (c) Supplies, materials, services, and equipment for Organized Activities Relating to Instructional Departments.
  - (d) Supplies, materials, services, and equipment to be paid for from Gifts and Grants.
- 3.2 Unless otherwise provided in these regulations or specifically authorized by the executive head and the Chancellor, all purchases of supplies and equipment shall be made through the official purchasing agents of the component institutions.
- 3.3 The official institutional purchasing agents and divisions, departments, or offices to whom the purchasing function has been delegated shall observe sound and generally accepted purchasing practices of educational institutions including the following:
  - 3.31 Items on State Contract processed through the Board of Control will be purchased through the official purchasing agents.

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

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

Sec. 5. Requisitions.

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

Sec. 6. Requisitions for Space Leases.

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

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

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

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

- 8.1 Stationery, office supplies, stenographic services, mimeograph and multilith work shall be purchased by departments and administrative offices from the Stenographic Bureau at The University of Texas at Austin or from a central source of supply at the other component institutions. The department, in writing, shall authorize certain persons to make such purchases.
- 8.2 Printing at The University of Texas at Austin is usually purchased from the University Printing Division, and at the other component institutions purchases are made as designated by the business officer.
- 8.3 Books, periodicals, and magazine subscriptions, if payable from General Budget Funds, shall be purchased at The University of Texas at Austin through the Library by the use of a book order card. Purchases payable from departmental funds, grants, or special projects at The University of Texas at Austin, and which are not to become an acquisition of the Library, are to be purchased through the Library Order Department by the use of the official Departmental Requisition Form. Purchases at the other component institutions shall be made by requisition through the purchasing agents.
- 8.4 The current appropriation bill provides that appropriated funds may not be expended for purchase of law books without the approval of the Attorney General. Purchases for the School of Law are exceptions to this provision.

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

## CHAPTER V

## PERSONNEL

1. Classified Personnel. --The Policy of the Board of Regents on the Development and Coordination of the Classified Personnel Programs is and includes:
- 1.1 The development and operation of the Institutional Personnel Program as defined in the duties of the Institutional Personnel Officer. This extends to:
    - 1.11 The administration of the Classified Personnel Program in his institution. The Institutional Personnel Officer shall:
      - 1.111 Know the objectives and all of the details of the program.
      - 1.112 Assume responsibility for recommending all changes in the written program to his chief executive officer.
      - 1.113 Interpret the personnel program to his institution-- administration, supervisors, and employees.
    - 1.12 The classification plan. The Institutional Personnel Officer shall:
      - 1.121 Recommend all changes in any existing job classification or the creation of any new job classification.
      - 1.122 Write all class specifications.
      - 1.123 Allocate all jobs to the proper job classification.
      - 1.124 Assure that no person is appointed in a position in the classified service under a title not included in the Classification Plan.
    - 1.13 The pay plan. The Institutional Personnel Officer shall:
      - 1.131 Recommend all changes in approved salary ranges together with the ranges for all new job classifications.
      - 1.132 Make salary studies to determine correctness of existing salary ranges and to substantiate recommendations for new ranges or changes in existing ranges.
      - 1.133 Assure that no appointment and/or change in salary is made which is:
        - 1.1331 Below the minimum salary for the class range (except for a "Trainee").
        - 1.1332 Above the maximum salary for the class range.
        - 1.1333 Not on a regular step(or fraction thereof if part-time).
    - 1.14 The policies and rules. The Institutional Personnel Officer shall:
      - 1.141 Provide a uniform interpretation of the institution's personnel policy.
      - 1.142 Advise his chief executive officer and the System Personnel Adviser of any violation or abuse of this policy.
      - 1.143 Recommend any necessary change in the written Policies and Rules.
    - 1.15 Personnel transaction. The Institutional Personnel Officer shall:
      - 1.151 Approve all budget recommendations, appointments, changes of status, military leaves, leaves without pay, separations or other personnel transactions involving classified employees prior to final consideration by his chief executive officer to assure conformity with all provisions of the Classified Personnel Program.

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

- 1.224 Salary ranges for each job classification shall be dependent upon the competitive labor market situation for each institution, as determined by pay surveys.
- 1.23 The policies and rules.
  - 1.231 Each institution shall operate its Classified Personnel Program under a policy statement covering the appointment, compensation, and working conditions of classified employees.
  - 1.232 Uniform policies shall be followed in providing vacation, sick leave, etc., within the limitations imposed by local operating conditions.
- 1.24 Approval of additions to and changes in the Classified Personnel Program.
  - 1.241 Formal approval of the Classification Plan, Pay Plan, and Policies and Rules developed by each institution was obtained from the Board of Regents at the time each program was formally adopted.
  - 1.242 Changes in the Classification Plan, Pay Plan, and Policies and Rules at each institution must be made upon the recommendation of the institutional personnel office, the chief executive officer of the institution, the System Personnel Adviser and have the approval of the Chancellor and the Board of Regents. Such changes must have the approval of the Chancellor prior to inclusion in the Regents' Docket for the institution concerned.
- 1.25 Institutional Personnel Officer.
  - 1.251 The chief executive officer of each component institution shall designate one qualified official who shall be responsible under the chief executive officer of that institution for the development and operation of the Classified Personnel Program.
  - 1.252 Functional direction and help on technical personnel matters shall be provided each classified personnel officer by the System Personnel Adviser.
- 1.26 System Personnel Adviser.--The System Personnel Adviser serves as a staff officer advising the Chancellor through the Vice-Chancellor for Business Affairs on the Classified Personnel programs, Workmen's Compensation insurance, and other staff benefits, for each of the component institutions of the system.
- 1.27 Reports.--Necessary reports concerning the status and operation of the various Classified Personnel programs may be required by the Chancellor.

## Sec. 2. General Personnel.

### 2.1 Fidelity Bond.

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

- 2.12 The Secretary of State and the State Comptroller of Public Accounts shall be each furnished with an original of the bond. The bond shall be issued in "triplicate originals," with one original to remain with the System Comptroller. A copy of the bond shall be filed in the Office of the Secretary to the Board of Regents.
- 2.13 The premium for the bond is prorated to the component institutions on the basis of the number of employees covered for which a premium charge is made and the excess coverage thereon.
- 2.14 At the time a loss occurs, the System Comptroller shall be notified by the appropriate institutional business officer and shall approve all loss claims and settlements. Any settlement over \$2,000 and under \$10,000 shall be approved by the Chancellor as well as by the System Comptroller, and shall be reported to the Board of Regents for ratification at the next meeting. Settlements in the amount of \$10,000 or more must have the advance approval of the Board of Regents.
- 2.15 The blanket position fidelity bond coverage may be combined with money and securities coverage. See Chapter III, Section 16.
- 2.2 Withholding Exemption Certificate. -- Every employee must execute and file with the institutional business officer an Employees' Withholding Exemption Certificate before compensation can be paid, since the United States Treasury Department, Internal Revenue Service, requires collections of Income Tax on wages at the source. The deductions for taxes withheld are authorized by State law on payroll forms prescribed by the State Comptroller.
- 2.3 Leave for Military Duty.
- 2.31 A leave of absence not to exceed fifteen working days in any one calendar year is granted faculty or staff members who, as members of the National Guard or Official Militia of Texas, or members of any of the Reserve Components of the Armed Forces, are engaged in field or coast defense training, parade or encampment as ordered or authorized by proper authority. During such periods, the employee is absent without loss of efficiency rating or vacation time, or salary, and is restored to the position and status he previously held when relieved from military duty.
- 2.32 The institutional heads may prescribe forms and procedures for such requests.
- 2.4 Overtime.
- 2.41 Classified Personnel
- 2.411 The schedule of activities shall be so organized that employees are not required to work in excess of established work periods except when operating necessities demand it. Equivalent compensatory time off for required overtime of at least one hour or more above established work periods is given employees whose salary rate is below \$750.00 per month at all institutions except the M. D. Anderson Hospital and Tumor Institute at Houston where definite salary limits are set.
- 2.412 Overtime equivalent not to exceed a regular work week may be accumulated and compensatory time taken at a mutually convenient time. Under exceptional circumstances payment may be made to eligible employees on a straight time basis from the budget of the employing department, upon approval of the appropriate administrative officials.



- 2.413 Full-time employees on a twelve months' salary basis shall not be permitted extra employment on government and other sponsored projects, except in rare instances when the interest of the institution is paramount. In the event that such employment is approved, it is limited to a maximum of 10 additional hours per week.
- 2.5 Student Employment
- 2.51 The employment of students as Teaching Assistants and Assistants at The University of Texas at Austin is effected through the appropriate departmental chairman and dean in accordance with the Quantity of Work rule.
- 2.52 The Quantity of Work rule provides that the student's combined employment and semester-hour load may not exceed forty hours per week. A student-employee may register for a thesis or dissertation course in addition to the course load authorized herein provided that his thesis or dissertation course does not require any absence from his place of employment.
- 2.53 Exceptions to this rule are rarely made and then shall be made only upon specific recommendation of the student's academic dean.
- 2.6 Patent Policy.-- Where no specific contract to the contrary has been approved by the Board of Regents, the following policy applies to patents obtained by employees of The University of Texas System:
- 2.61 The title to the patent for a discovery or invention by an employee shall belong to the employee subject to the following provisions:
- 2.611 When total net royalties, or other compensations, are less than \$1,000, no payment to The University of Texas System is required.
- 2.612 When net royalties, or other compensations, amount to more than \$1,000 but less than \$5,000, 10 per cent of the excess of such royalties or other compensations over \$1,000 shall be paid to The University of Texas System.
- 2.613 When net royalties, or other compensations, amount to more than \$5,000, the royalty or other compensation paid The University of Texas System will be 10 per cent on the amount above \$1,000 but less than \$5,000, and 20 per cent on all amounts of \$5,000 or more.
- 2.614 Where contributions have been made to research projects by private donors, nonexclusive licenses on all inventions or discoveries resulting from such research may be issued on a reasonable basis without discrimination in favor of or against those making contributions in aid of the research.
- Sec. 3. Certain Provisions in Current Appropriation Bill.-- The Rules and Regulations of the Board of Regents are subject to and shall comply with the provisions appearing in the current Appropriation Bill, including the following pertaining to personnel:
- 3.1 Use of Alcoholic Beverages.-- "None of the moneys appropriated under this Act shall be used for the payment of salaries to any employee who uses alcoholic beverages while on active duty. None of the funds appropriated under this Act for travel expenses may be expended for alcoholic beverages."

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

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

Affidavit- Chapter III, Sec. 1.6, page 26.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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CHAPTER VI  
STAFF BENEFITS

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

Sec. 1. Teacher Retirement System.

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

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

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

Sec. 2. Employees Retirement System.

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

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

Sec. 3. Group Life Insurance.

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

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

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

Sec. 4. Group Hospitalization and Medical Benefit Plans.

4.1 Group hospitalization and medical benefit plans may be instituted or continued at each of the component institutions subject to approval of the institutional head, the System Personnel Adviser, the Vice-Chancellor for Business Affairs, the Chancellor, and the Board of Regents.

Sec. 5. Workmen's Compensation Insurance.

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

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

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

- 5.31 Administrative staff, including officers of the administration;
- 5.32 Teaching staff, research staff, clerical and office employees and supervisory staffs unless hazardous work is required, such as handling or working in close proximity with dangerous chemicals, materials, machinery, or equipment; working in a dangerous area; performing manual labor; traveling regularly, or being exposed to hazards of occupational disease; and
- 5.33 Persons paid on a piece-work basis or any basis other than by the hour, day, week, month, or year.

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

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

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



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

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

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

Sec. 7. Tax Deferred Annuities

- 7.1 Under a plan approved by the Board of Regents, employees of The University of Texas System may purchase 403B Tax Deferred Annuities from Texas-licensed insurance companies.
- 7.2 An employee desiring to participate in this program may enter into an agreement with his component institution and designate a portion of his monthly gross compensation to be used by the component institution to purchase an annuity for the employee from the company selected by the employee. This agreement is irrevocable for one year.
- 7.3 The chief business officer (or his delegate) of each component institution in The University of Texas System is authorized to sign applications for annuities with the company requested by the employee. The payroll deduction method will be employed for the annuity payments and the amounts contracted for by the employees will be forwarded to each insurance company after the payroll deductions therefor.

7.4 The participation and purchase of 403B, Tax Deferred Annuities shall be in accordance with the authorization provided by Senate Bill Number 17, 57th Legislature, Third Called Session, 1962 and shall be in accordance with the Internal Revenue Code in amendments thereto.

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

Sec. 8. Group Long Term Disability Income Insurance.

8.1 The University of Texas System carries a master group long term disability income insurance policy, covering all institutions, with the Aetna Life Insurance Company. Premiums are payable monthly in advance, by payroll deduction, and the rate applies to the monthly rate of basic earnings of each covered employee regardless of age. The program is optional but is available only to faculty members with the rank of Instructor or higher, or full-time monthly salaried employees. New employees are notified of their eligibility by the personnel office at the time of employment. The plan became effective initially on October 1, 1965.

8.2 Monthly rate of basic earnings is the rate in effect on the October 1 before the start of an individual's disability. Furthermore, monthly rate of basic earnings is defined as 1/9 of the base rate for academic personnel paid on a nine-month basis and 1/12 of the base annual rate for non-teaching employees or any other person paid on a twelve-month basis. In no case shall monthly rate of basic earnings exceed \$2,500.00 per month. All premiums and benefits are payable 12 months per year.

8.3 The plan guarantees benefits of 65% of the monthly rate of pay up to maximum monthly benefits of \$1625.00 per month, and any extra compensation is excluded. The plan will pay all of this 65% guarantee if the insured is not eligible for "other income benefits". If he is eligible for "other income benefits," the plan will add to the total of "other income benefits" to make up this 65% guarantee. In general, the plan counts as "other income benefits" any wages, salary, or other remuneration a person might receive from their component institution, or from any other employer, while they are eligible for income benefits from the plan. Also counted are any disability benefits payable under any law or under any plan sponsored by The University of Texas System.

8.4 Covered employees will be eligible for the first income payment from the plan after having been "totally disabled" throughout a qualifying period of 90 days. Payments will be made as of the end of each calendar month. Benefits continue to be paid as long as a person is "totally disabled"; however, all income payments will stop when a person recovers, dies, or reaches age 65 -- whichever happens first.

8.5 No medical examination is required if application is made for insurance within 60 days from date of employment. After the 60 day period, an "Evidence of Insurability" form, prepared by the company and available through the personnel office is required. No medical examination is required if this form is accepted by the company after review, but, if it is not so accepted, the applicant must have a medical examination at his expense.

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- 8.6 Each policyholder receives a certificate issued by the company which is prepared and transmitted through the business office or personnel office.
- 8.7 The insurance of any employee under this policy shall terminate at the earliest time specified below:
- 8.71 Upon discontinuance of the policy.
  - 8.72 At the end of a policy month during which the employee's employment with The University of Texas System in the classes eligible for the insurance terminates.
  - 8.73 On the date the employee attains the age of sixty-five years.
- 8.8 A person may continue to keep the coverage during periods of official Leave of Absence upon the direct payment of premiums through the business office of the appropriate component institution.

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CHAPTER VII

PHYSICAL PROPERTIES

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- Sec. 1. Except as otherwise specifically authorized, property of The University of Texas System shall be used only for official business. Only Library books and other items of similar nature of well-established use may be used for the personal benefit or pleasure of employees. A Property Manager is designated at each component institution.
- Sec. 2. Use Of Physical Facilities by Outside Groups; The University of Texas System as a Joint Sponsor (See, also, Section 6, Chapter VI, Part One of these Rules and Regulations). --Use of physical facilities of The University of Texas System, especially auditoriums, gymnasiums, and large rooms, by outside groups shall be subject to the following rules in which the "University" shall mean any component institution.
- 2.1 The University will not permit the unrestricted use by non-University groups of any of its facilities.
  - 2.2 The University will not enter into joint sponsorship of any project or program that is to result in private gain for the cooperating group or groups.
  - 2.3 The University, established as a public institution without regard to political affiliation or religious faith, cannot be a joint sponsor with any noncampus organization for political or sectarian gatherings. However, the appearance by or on behalf of a candidate for public office may be authorized under conditions prescribed by the Board of Regents.
  - 2.4 Whenever non-University groups share in the use of University buildings, it must be upon the invitation of the University and under its joint sponsorship, and with the further understanding that all the conditions governing such sponsorship are to be set by the University.
  - 2.5 The University when entering into joint sponsorship of any program or activity assumes full responsibility for all details and reserves the right to approve all copy for advertising, as well as news releases.
  - 2.6 The University will not enter into joint sponsorship of any program or activity in which the educational implications are not self-evident and which does not directly supplement the educational purposes of the University.
  - 2.7 It shall be understood that the availability of the University's auditorium facilities for functions other than the institution's own activities is strictly subject to the needs and the convenience of the University, which are always to have priority in the scheduling of facilities.
  - 2.8 The use of University auditoriums on Sundays will be limited to Sunday afternoons. Authorization for their use at that time will be given only for concerts or other programs appropriate to the day.

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

Sec. 3. Inventories.

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

Sec. 4. Motor Vehicles.

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

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

5.1 The following types of insurance coverage, where practicable, shall be maintained on a System-wide basis:  
Fire and Extended Coverage Insurance  
Boiler and Machinery Insurance  
Blanket Position (Fidelity) Bond ) May be in one policy  
Money and Securities Insurance )

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

5.3 When it is necessary or advisable to insure risks on a basis other than System-wide, insurance policies covering such risks shall be approved by the System Comptroller on an individual basis upon recommendation by the chief business officer of the component institution affected.

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

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

6.1 Keys to buildings, offices, and other facilities shall be issued to the employee upon authorization by his chairman or administrative official. The Director of Physical Plant, or some other authorized person, shall have immediate responsibility for handling keys and he shall issue instructions and outline procedures as approved by the business officers and the institutional heads.

6.2 A deposit is usually required for keys which sum is in turn deposited in the business office. Department heads shall cooperate in requiring that keys be turned in at the termination of employment. Where a deposit has been required, refund is made to the employee upon turning in the key.

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

Sec. 8. Watchmen and Security Officers.

8.1 Watchmen and other security officers are employed at the component institutions to protect and safeguard the property of the institution.

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

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

Sec. 10. Disposal of Property of The University of Texas System.

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

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

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

10.4 Sale of property estimated to bring \$1,000.00 or more shall be made on a basis of competitive bids.

10.5 Sales in amount of \$2,000.00 or more shall be approved in advance by the Board of Regents.

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

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

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

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

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

- 12.3 Presidents' Homes.--"No funds appropriated by this act may be used for the purpose of constructing a home for a president of any of the general academic teaching institutions named herein, without obtaining the approval of the Governor prior to obligating any funds for this purpose; provided, however, that copies of such requests for the Governor's approval... shall be filed with the Legislative Budget Board."
- 12.4 Use of Educational and General Funds for Alumni Activities Prohibited.--"None of the funds appropriated by this Article may be expended by State agencies of higher education for the support or maintenance of alumni organizations or activities."
- 12.5 Vending Machines Authorized.--"... Vending machines may be placed on State-owned Property or in State-owned Buildings only with the approval of the governing Board and such approval shall be recorded in the minutes of the body. A copy of the contract shall be filed with the State Board of Control showing the location within the agency and the terms of the contract. Proceeds, net revenue, rentals or commissions received shall be accounted for as State revenue and the amount so collected is hereby appropriated to the Institution for use as directed by the Board authorizing the installation."
- 12.6 Pay Station Telephones Authorized.--"Pay telephones may be located in State-owned Buildings or on State-owned Land only with the approval of the governing Board and the net proceeds shall be collected and accounted for as State revenue and the amount so collected is hereby appropriated for use by the agency as determined by the governing Board."



## CHAPTER VIII

## PHYSICAL PLANT IMPROVEMENTS

Sec. 1. New Construction.

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

his delegate to advertise for bids. Advertisements for bids for permanent improvements must, under State law, be carried for four consecutive weeks.

- 1.37 The Vice-Chancellor for Business Affairs or his delegate shall receive and open bids, with the project architect and others, tabulate and study such bids, and make recommendations to the Board of Regents through their Buildings and Grounds Committee.
  - 1.38 The Board of Regents shall award contracts, and the contract documents shall be prepared by the project architect, checked and approved by the Vice-Chancellor for Business Affairs or his delegate and the University Attorney, and signed by all contractors involved and the Chairman of the Board of Regents. Work orders shall then be issued by the project architect.
  - 1.39 The Vice-Chancellor for Business Affairs or his delegate shall approve contractors' estimates, sign change orders, and provide general supervision of all new construction. He shall advise the Board of Regents, through its Buildings and Grounds Committee, if developments during construction require additional funds or other decisions of the Board.
  - 1.3(10) The Vice-Chancellor for Business Affairs or his delegate shall appoint a committee consisting of the Director of Facilities Planning and Construction, an architect and engineer from the staff of the Office of Facilities Planning and Construction, the component institution's chief business officer and director of physical plant, and the project architect to inspect the completed building and recommend to the Board of Regents final acceptance.
  - 1.3(11) Final payment shall be made to the contractors only after approval of the above committee, and project architect.
- 1.4 New construction which involves a total expenditure of \$5,000 or less per project may be handled at the component institution involved without the necessity for approval by the Chancellor, the Vice-Chancellor for Business Affairs or his delegate, and the Board of Regents. In each case, however, the appropriation for the project must have been approved by the Director of Physical Plant, the chief business officer, and the executive head of the institution involved, and the plans and specifications must be approved by the institutional Building Committee (on buildings), the head of the department or school primarily concerned, the Director of Physical Plant, the chief business officer, and the executive head of the institution involved. This shall not include authority, however, to engage outside architects or engineers, as such employment must have the prior approval of the Board of Regents.

Sec. 2 Minor Repairs and Remodeling. -- Minor repairs and remodeling of the physical plant involving proposed expenditures of less than \$25,000 per project shall be made under the supervision of the Director of Physical Plant and/or the chief business officer at the component institutions, with the approval of the institutional head, provided that necessary funds have been approved through proper procedure.

Sec. 3 Major Repairs and Remodeling.

- 3.1 Any repair or remodeling project of the Physical Plant involving an estimated expenditure of \$25,000 or more shall be deemed a major repair or remodeling project.
- 3.2 Unless otherwise approved by the Board of Regents, the procedures and

regulations pertaining to new construction shall apply to major repair and remodeling projects.

c. 4. Institutional Building Committees. -- At each of the component institutions there shall be a building committee.

- 4.1 At institutions regularly offering instruction, this committee shall be appointed from the institutional faculty by the institutional head as other faculty committees are appointed with the chief business officer as a voting or ex officio member.
- 4.2 At other institutions, this committee shall be appointed by the institutional head as other institution-wide committees are appointed.
- 4.3 The composition of the several building committees shall be set forth in the Institutional Supplement of each component institution.
- 4.4 The Chancellor or his delegate and the Vice-Chancellor for Business Affairs or his delegate shall be ex officio members of all institutional building committees.
- 4.5 Duties of institutional building committees shall be as follows:
  - 4.51 To hold necessary hearings and to make proper investigations regarding the building needs of the particular component institutions and to report conclusions to the institutional head.
  - 4.52 To recommend to the institutional head the priority of need and location of specific buildings, with reasons for such recommendations.
  - 4.53 When approval by the Board of Regents is given for the construction of a particular building to make suggestions to and through the institutional head to the Vice-Chancellor for Business Affairs or his delegate and the appointed project architect as to style, size, function, location, mechanical equipment, and general nature of the building, so as to facilitate the preparation of tentative plans and preliminary sketches.
  - 4.54 To work with the Vice-Chancellor for Business Affairs or his delegate and the project architect until final plans and specifications for the construction of the building are prepared for presentation to the institutional head, the Vice-Chancellor for Business Affairs or his delegate, the Chancellor and the Buildings and Grounds Committee of the Board of Regents.
  - 4.55 To make its reports and recommendations from time to time to the institutional head and the Vice-Chancellor for Business Affairs or his delegate, with summary reports to the Chancellor and to each member of the Buildings and Grounds Committee of the Board of Regents.
- 4.6 When requested by the institutional head or the Board of Regents (or its Buildings and Grounds Committee) an institutional building committee shall confer directly with the Board.
- 4.7 The institutional building committee shall be relieved of further direct responsibility whenever a building contract is awarded, but shall be available as the building progresses for consultation as requested by the institutional head, the Vice-Chancellor for Business Affairs or his delegate, and the project architect.

Sec. 5 Constitutional and Legislative Restrictions.

5.1 Section 18, Article VII, of the Texas Constitution requires approval by the Legislature, or an agency designated by the Legislature, prior to the construction of physical improvements financed by bonds authorized under this section at the component institutions other than The University of Texas at Austin and at El Paso.

5.2 Under the provisions of the current Appropriation Bill, prior to the allocation, expenditure or encumbrance of any funds provided under the authority of Article VII, Sections 17 and 18, of the Texas Constitution, for individual building construction projects costing in excess of Twenty-five Thousand Dollars (\$25,000), other than classroom, library and laboratory building projects, the planned expenditure of such funds shall be approved by the Governor. Copies of such requests for the Governor's approval shall be filed with the Legislative Budget Board.

Sec. 6 Modification of Bids.

6.1 No bid shall be changed, amended, or modified by telegram or otherwise after it has been submitted or filed in response to an advertisement for bids in connection with the construction or erection of permanent improvements at any of the component institutions of The University of Texas System under Article 2593, Revised Civil Statutes of Texas, 1925.

6.2 The substance of this requirement shall be stated in the advertisement for such bids; provided, however, that this requirement shall not be construed to prohibit the submission of filing of more than one separate and independent bid by any bidder.

Sec. 7 Furniture and Furnishings.-- The current Appropriation Bill provides that no money appropriated shall be expended for furniture or furnishings which have been imported from a foreign country.

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CHAPTER IX

MATTERS RELATING TO THE OFFICE OF INVESTMENTS, TRUSTS  
AND LANDS

Sec. 1. Certain Specific Authorizations to the Executive Director of Investments,  
Trusts, and Lands and the Endowment Officer.

- 1.1 Authority to Sell, Assign, and Transfer Securities Held by the Permanent University Fund.-- The Executive Director of Investments, Trusts and Lands ( or the Endowment Officer ) and the Treasurer of the State of Texas ( or the Acting Treasurer of the State of Texas ) are jointly authorized to sell, assign, and transfer any and all of the bonds, stocks, notes, and other evidences of indebtedness and ownership of any description whatsoever owned by the Permanent University Fund of The University of Texas System (formerly The University of Texas ) and registered in the name of "The University of Texas", "The University of Texas System", "The University of Texas for Permanent University Fund, A State Endowment Fund, Austin, Texas", "The University of Texas System for Permanent University Fund, a State Endowment Fund, Austin, Texas", "Permanent University Fund of The University of Texas", "Permanent University Fund of The University of Texas System", or in any other form of registration of such securities held for the account of the Permanent University Fund of The University of Texas System.
- 1.2 Authority to Sell, Assign, and Transfer Securities Held by the Board of Regents of The University of Texas System.-- The Executive Director of Investments, Trusts and Lands and/or the Endowment Officer are each authorized to sell, assign, and transfer any and all bonds, stocks, notes, and other evidences of indebtedness and ownership of any description whatsoever registered in the name of the Board of Regents of The University of Texas System (formerly Board of Regents of The University of Texas) in whatever manner, including all fiduciary capacities, and including those registered in the names of trusts or foundations managed and controlled by said Board of Regents.
- 1.3 Authority to Execute Instruments Relating to Land and Mineral Interests.-- The Chairman of the Board of Regents, the Vice Chairman, and the Executive Director of Investments, Trusts and Lands, are each authorized to execute conveyances, deeds, surface and/or mineral leases, easements, rights of way, oil and gas division orders and transfer orders, geophysical and material source permits, water contracts, pooling and unitization agreements, and any other instruments as may be necessary or appropriate from time to time, relating to the handling, management, control and disposition of any real estate or mineral interests under the control and management of the Board of Regents of The University of Texas System.
- 1.4 Authority to Receive and Collect Money and/or Property.-- The Executive Director of Investments, Trusts and Lands and/or the Endowment Officer are each authorized and empowered to ask, demand, collect, recover, and receive any and all sums of money, debts, dues, rights, property, effects or demands whatsoever due, payable or belonging, or which may become due, payable or belonging to any of the above funds, from any person or persons whatsoever, and to execute any and all necessary or proper receipts, releases, and discharges therefore.

- 1.5 Authority to Execute Proxies.-- The Executive Director of Investments, Trusts and Lands and/or the Endowment Officer are each authorized to execute proxies within the approved investment policies.
2. Investment Policy for Permanent University Fund.-- The following statement of policies was adopted by the Board of Regents of The University of Texas System on March 11, 1967, as the governing principles to be observed in the investment of funds and management of assets of the Permanent University Fund of The University of Texas System. This statement of policies was intended to, and did, replace all declarations of policy theretofore adopted by such Board. (Provisions designated \* are required by the Sections 11 and 11a, Article VII of the Constitution of the State of Texas).
- 2.1 Investments Authorized for Purchase.
- \*2.11 Bonds of the United States, the State of Texas or counties of said State, or in school bonds of municipalities, or in bonds of any city of said State, or in bonds issued under and by virtue of the Federal Farm Loan Act approved by the President of the United States, July 17, 1916, and amendments, thereto.
  - \*2.12 First lien real estate mortgage securities guaranteed in any manner in whole by the United States Government or any agency thereof.
  - \*2.13 Corporation bonds, preferred stocks and common stocks.
  - 2.14 Bonds issued by corporations operated as instrumentalities of the United States Government (which shall be considered as falling within the classification set out in paragraph 2.13 above.)
- 2.2 Standards as to Quality.
- 2.21 Corporate Stocks:
- \*2.211 Stocks eligible for purchase shall be restricted to stocks of companies incorporated within the United States which have paid dividends for ten (10) consecutive years or longer immediately prior to the date of purchase.
  - \*2.212 Except for bank and insurance shares, stock must be listed upon an exchange registered with the Securities and Exchange Commission or its successors.
  - 2.213 To be eligible for purchase, preferred and common stocks must be issued by corporations which have been formally approved by the Board of Regents.
- 2.22 Corporate Bonds: Corporate bonds must be rated "A" or better by Moody's or Standard & Poor's. Bonds offered by private placement, or which for other reasons are not rated by such agencies, may be purchased if they bear a rating of equivalent quality by the University's Investment Counsel.
- 2.3 Diversification.
- \*2.31 Not more than 50% of the Permanent University Fund shall be invested at any given time in corporation bonds, preferred stocks and common stocks (described in paragraphs 2.13 and 2.14 above).
  - \*2.32 The balance of the Fund not invested as provided in paragraph 2.31 above shall be invested in those securities described in paragraphs 2.11 and 2.12.

- \*2.33 Not more than 5% of the voting stock of any one (1) corporation shall be owned at any given time by the Permanent University Fund.
  - \*2.34 Not more than 1% of the Permanent University Fund shall be invested at any given time in securities issued by any one (1) corporation.
  - 2.35 The percentage limitations set out in paragraphs 2.31 and 2.34 above relate to book values of the Permanent University Fund.
- 2.4 Standard of Care.
- 2.41 Prudent Man Rule: In making or retaining each and all investments for the Permanent University Fund, and in the management, purchase and sale of such investments from time to time, there shall be exercised the judgment and care under the circumstances then prevailing which men of ordinary prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation, but in regard to the permanent disposition of their funds, considering the probable income therefrom as well as the probable safety of their capital.
  - 2.42 Consistent with the foregoing it is contemplated that:
    - 2.421 Investment of funds in corporate securities shall be reasonably diversified among the various industries operating in our economy, and among the outstanding corporations operating within the respective industry groups.
    - 2.422 Ours is a dynamic and ever-changing economy. Therefore, a proper observance of the Prudent Man Rule requires that changes be made in the diversification of the Fund from time to time as conditions change the earnings outlook or the relative market level for a particular company. Accordingly, in keeping with the duty to be prudent, purchases and sales of Fund assets shall be made from time to time when circumstances dictate the prudence of doing so.
    - 2.423 With a monthly inflow of funds available for investment, an opportunity is afforded to purchase investments in each month of every year, thus providing the Permanent University Fund with a reasonable dollar cost averaging experience.
- 2.5 Policies with Respect to Stock Rights, Fractional Shares and Proxies.
- 2.51 As a general rule, stock rights received are to be exercised. In each instance, exercise or sale of the rights is to be made at the discretion of the Executive Director of Investments, Trusts and Lands, after consultation with the Staff Investment Committee.
  - 2.52 As a general rule, fractional shares received from stock dividends, etc., are to be sold. In each instance, the decision to round out fractional shares or to sell will be made by the Executive Director of Investments, Trusts and Lands, after consultation with the Staff Investment Committee.

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2.53 With few exceptions, voting stocks held are to be voted by returning proxies to present management. Exceptions require approval of the Board of Regents.

2.6 Implementation of Policies.

2.61 Two approved lists.-- Two lists of companies whose stocks are considered suitable for purchase or retention shall, after consultation with the Staff Investment Committee, the Investment Counsel, and the Investment Advisory Committee, be submitted by the Executive Director of Investments, Trusts and Lands for approval by the Board of Regents through the Regents' Land and Investment Committee:

2.611 List "A" shall consist of those companies whose stocks are approved for purchase.

2.612 List "B" shall consist of those companies whose stocks are approved for retention only.

2.62 Recommendations re diversification.-- Annually, and at such oftener intervals as may be considered advisable, the Executive Director of Investments, Trusts and Lands, after consultation with the Staff Investment Committee, the Investment Counsel, and the Investment Advisory Committee (where possible), shall recommend for approval by the Board of Regents through the Regents' Land and Investment Committee:

2.621 The percentage of new monies which shall, during the ensuing period, be invested in fixed income securities and in common stocks.

2.622 The percentage of new common stock monies to be invested in the various industry groups. The basis approved by the Board of Regents shall be the guidelines for the Executive Director of Investments, Trusts and Lands to follow in the investment of funds until the guidelines are changed by subsequent action of the Board of Regents.

2.63 Authority re purchase of securities.-- Within the revised policies and in conformance with paragraphs 2.61 and 2.62 above, it shall be the responsibility of the Executive Director of Investments, Trusts and Lands, after consultation with the Staff Investment Committee and Investment Counsel:

2.631 To determine the stocks to be purchased from time to time and the timing of the purchases made.

2.632 To determine the bonds to be purchased from time to time and the timing of the purchases made.

2.633 To execute all purchases of securities.

2.64 Authority re sale of securities.-- It is contemplated that from time to time the best interests of The University of Texas System and the Permanent University Fund may best be served by the sale of certain securities (stocks or bonds), and the reinvestment of the proceeds in other securities (whether similar or dissimilar). It is likewise contemplated that some such sales may be advisable even though they might result in some loss in book value of the Fund. In any such transaction, it is recognized that time is of importance. A requirement that such sale or



exchange transactions be first approved at a meeting of the Board of Regents would be impractical because of the time involved in obtaining such approval. Accordingly, the Executive Director of Investments, Trusts and Lands, after consultation with the Staff Investment Committee and Investment Counsel and the approval of at least five members of the Board of Regents (whose vote may be obtained by telephone), is hereby authorized.

- 2.641 To sell stocks from time to time from List "B" and effect delivery thereto to the purchaser or purchasers.
- 2.642 With the proceeds of any such sale or sales, to purchase other securities (stocks or bonds authorized for purchase under the revised policies), even though the investment so made may represent some deviation from the general investment pattern authorized as set out in paragraph 2.62 above.
- 2.65 Advice of Investment Advisory Committee.-- The Executive Director of Investments, Trusts and Lands shall seek the advice and counsel of the Investment Advisory Committee at its regular quarterly meetings on all of the major matters involving the Permanent University Fund, and particularly on the matters set out in paragraphs 2.61 and 2.62 above.
- 2.66 Reports of purchases, sales and exchanges of investments.-- All purchases, sales and exchanges of investments shall be reported by the Executive Director of Investments, Trusts and Lands for ratification by the Board of Regents through the Regents' Land and Investment Committee at each meeting of the Board.

Sec. 3. Investment Policy for Trust and Special Funds.

3.1 Investments authorized for purchase:

3.11 Unless otherwise limited by the terms of the instrument by which the fund was created, trust and special funds under the control of the Board of Regents shall be invested and reinvested in such securities and investments as are permitted by the Texas Trust Act as legal investments for funds held by trustees.

3.12 Except as broadened by the foregoing Section 3.11, the general statement of policies outlined in Section 2 with respect to the Permanent University Fund shall likewise apply to the investment and management of any trust or special funds under the control of the Board of Regents.

3.2 Implementation of Policies.-- The provisions of Section 2.6 with respect to the implementation of policies for the investment and management of the Permanent University Fund shall likewise apply to trust and special funds, provided that approval of the Board of Regents shall be required before any stock is purchased which is not on approved list "A".

Sec. 4. Investment Policy for Common Trust Fund.-- The policies for the investment and management of funds for The University of Texas System Common Trust Fund shall be the same as those outlined in Section 3 with respect to trust and special funds.

Sec. 5. Staff Investment Committee.

- 5.1 Membership. -- The Staff Investment Committee shall consist of the Executive Director of Investments, Trusts and Lands, the Endowment Officer, the Assistant to the Endowment Officer, and such other members as may be designated from time to time by the Executive Director of Investments, Trusts and Lands.
- 5.2 Duties. -- The Staff Investment Committee shall cooperate and advise with the Executive Director of Investments, Trusts and Lands on matters relating to the management of investments for which he is responsible.

Sec. 6. Investment Advisory Committee. -- To assist and advise with the Executive Director of Investments, Trusts and Lands on matters relating to the management of investments for which he is responsible, the Investment Advisory Committee, heretofore established, shall be continued. The following rules shall apply to such Committee:

- 6.1 Membership. -- The four members of the Committee shall be selected because of their particular qualifications and experience in the field of investments, with primary emphasis being placed on their experience in bond and corporate stock investments.
- 6.2 Selection Procedure. -- Appointments to such Committee shall be made by the Board of Regents after recommendation by the Executive Director of Investments, Trusts and Lands.
- 6.3 Term of Office and Compensation. -- Each member shall serve a four year term on a rotating basis, with the term of one member expiring each August 31, and shall be compensated at the rate of \$100 per meeting attended.
- 6.4 Meetings. -- Meetings shall be held quarterly and at such other dates as may be considered advisable by the Executive Director of Investments, Trusts and Lands.

Sec. 7. Brokerage Firms.

- 7.1 Approved List. -- Normal purchase and sale transactions shall be effected through firms which have been approved by the Board of Regents after recommendation by the Executive Director of Investments, Trusts and Lands.
- 7.2 Unlisted Securities. -- Purchases and sales will generally be effected through brokers on the approved list. Where the best interests of The University of Texas System seem to require it, such transactions may be effected through such broker or brokers as the Executive Director of Investments, Trusts and Lands may select. Any such purchase or sale from a broker not on the approved list will be reported promptly in writing to the Board of Regents together with a statement of reasons therefor.
- 7.3 Block Transactions. -- Block purchases and sales will generally be effected through brokers on the approved list. Where the best interests of The University of Texas System seem to require it, such transactions may be effected through such broker or brokers as the Executive Director of Investments, Trusts and Lands may select. Any such purchase or sale from a broker not on the approved list will be reported promptly in writing to the Board of Regents together with a statement of reasons therefor.

## CHAPTER X

## AUXILIARY ENTERPRISES

- Sec. 1. Auxiliary Enterprises are those operated primarily for service to students and staff which are expected to be self-supporting. Examples are residence halls, dining halls, students hospitals, student unions, and bookstores.
- Sec. 2. Annual budgets for these activities shall be prepared and submitted through regular administrative channels, and expenditures shall be within budgets approved by administrative officials and the Board of Regents. Income of Auxiliary Enterprises is not deposited with the State Treasurer, however, and any balances or deficits at the end of a fiscal year may be reappropriated for the succeeding year.
- Sec. 3. With the exception of intercollegiate athletic departments, to which the general and special provisions of the Appropriation Bill do not apply, the same regulations and applicable laws shall govern as apply to the budgeting and expenditure of general funds unless otherwise specifically authorized. The Board of Regents, upon recommendation of appropriate administrative officials, approves the regulations for the management and operation of athletic departments.
- Sec. 4. Rentals and related policies and rates for dormitories and housing facilities shall be approved in advance by the institutional head, the Chancellor, and the Board of Regents.
- Sec. 5. Rules and regulations for the administration of dormitories, other housing facilities, dining halls, and other eating facilities, shall be promulgated by administrative officials and the institutional head at the institution concerned.
- Sec. 6. The money values of meals, lodging, and other services which employees are authorized to receive in lieu of additional wages or salary, are recommended to the institutional head by the chief business officer and approved by the Chancellor and the Board of Regents.
- Sec. 7. Statutory Provisions Currently in Effect. -- Auxiliary Budgets shall comply with statutory provisions and rider provisions of current Appropriation Bill.
- Sec. 8. Texas Student Publications, Inc.
- 8.1 At least fifteen copies of the minutes of all meetings of the Board of Directors of Texas Student Publications, Inc., shall be delivered promptly to the Chancellor for distribution to the Members of the Board of Regents, to the Secretary of the Board of Regents, and to such members of the administration as the Chancellor may direct. No action of the Board of Directors of Texas Student Publications, Inc., shall have any force or effect until it has been approved by the Board of Regents.
- 8.2 No budget or budget amendment adopted by the Board of Directors of Texas Student Publications, Inc., shall have any force and effect until such budget or budget amendment has been approved by the Board of Regents.

- 8.3 No expenditure shall be made by Texas Student Publications, Inc., unless it is made in accordance with and pursuant to a budget item which has been previously adopted by the Board of Directors of Texas Student Publications, Inc., and approved by the Board of Regents.
- 8.4 Within ninety days following the close of each fiscal year of Texas Student Publications, Inc., there shall be furnished to the Chancellor for distribution to the Members of the Board of Regents, the Secretary of the Board of Regents, and to such members of the administration as the Chancellor may direct, at least fifteen copies of a complete audit of the fiscal affairs of Texas Student Publications, Inc., during the preceding fiscal year, prepared by a certified public accountant selected by the Board of Directors of Texas Student Publications, Inc.
- 8.5 All persons employed on salary by Texas Student Publications, Inc., shall be subject to approval by the Board of Regents, both as to salary and as to qualification; provided, however, that the Executive Committee of the Board of Directors of Texas Student Publications, Inc., shall appoint and make awards to all members of the editorial staffs of the publications except the Editor and Managing Editor of The Daily Texan, the Editor of the Cactus, the Editor of the Ranger, the Editor of the Riata, and the Editor of Texas Engineering and Science Magazine, so long as such appointments and awards are made consistent with budgets previously approved by the Board of Regents and provided further that no action taken by the Board of Directors of Texas Student Publications, Inc. with respect to the employment, dismissal, salary, or duties and responsibilities of either the TSP General Manager or the Editorial Manager of The Daily Texan shall have any force or effect until it has been approved by the Board of Regents.
- 8.6 In order to minimize sharply rising publishing costs, outside the campus of The University of Texas at Austin no copy or copies of any issue of The Daily Texan shall be given, delivered, or in anywise made available to any person or persons other than one copy for each paid subscription, no more than three copies to each advertiser in the issue in question, and one copy for each purchase price paid for an individual copy of the issue in question; provided, however, that The Summer Texan shall be permitted to furnish one edition free of charge to persons who indicate that they intend to enter The University of Texas at Austin as freshmen the following September. No individual copies shall be sold at less than the published price of such issue and in no event shall any individual copies be sold at a price less than five cents each.
- 8.7 Any amendment to the Handbook of Texas Student Publications, Inc., may be made by a majority vote of the Board of Directors of Texas Student Publications, Inc., subject to the laws of the Students' Association, the Charter of Texas Student Publications, Inc., and the approval of the Board of Regents.

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CHAPTER XI

RESEARCH AND TRAINING CONTRACTS, GRANTS OR AGREEMENTS

- Sec. 1. Research and Training contracts, grants or agreements with outside agencies shall be approved by the institutional head, and ratified via the institutional dockets by the Board of Regents. (The Chancellor may modify this requirement at his discretion for certain contracts and grants by issuing appropriate instructions for so doing.) Funds shall not be encumbered or expended under any such contract or grant prior to approval thereof.
- Sec. 2. Proposals for research, development and training contracts and grants, whether with government agencies, or industry, or foundations or other private granting agencies, shall be initiated by the faculty member who will direct the work and approved by designated administrative officials, including the institutional head. The chief business officer at each institution is responsible for the business aspects of the proposals.
- Sec. 3. Under State law, a copy of all contracts between a component institution of The University of Texas System and the Federal Government shall be filed with the Secretary of State, except those contracts classified in the interest of national security, in which case only a statement of the research project shall be filed. These copies and statements shall be filed with the Secretary of State through the Office of the Secretary to the Board of Regents in the manner prescribed by that office.
- Sec. 4. If the work is to be financed by government agencies, the negotiations shall be handled with the advice and assistance of the Office of Sponsored Projects at The University of Texas at Austin and by the equivalent office at the other component institutions.
- Sec. 5. Proposals as to overhead rates on cost-reimbursement contracts and other government contracts and grants shall be worked out in preliminary form by the chief business officer concerned and shall be reviewed and approved by the System Comptroller before being submitted. Subject to approval of the Vice-Chancellor for Business Affairs, the System Comptroller shall negotiate all such overhead rates for the component institutions of The University of Texas System.
- Sec. 6. Information as to overhead rates applicable to the type of contract, grant or agreement to be entered into shall be secured from the System Comptroller via the business officers and/or the appropriate research administration officer.

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BOARD OF REGENTS: SCHEDULED MEETINGS. --The meeting previously scheduled for September 15 and 16, 1967, in Austin was changed to September 13 and 14 in Arlington. The other fall meetings were set for:

October 27-28, 1967, in Austin  
December 8-9, 1967, in El Paso

ITEMS FOR THE RECORD.-- The Secretary was given permission to include in the minutes the following items for the record in order to have complete the approved lists as previously authorized in parts by the Regents at prior meetings of the Board:

1. Permanent University Fund Investment Program: List of Brokers for Listed Stock Transactions.-- To the list of brokers for listed stock transactions for the Permanent University Fund of The University of Texas System, additions were approved by the Board of Regents at its meeting on June 17, 1967, and so reported in the minutes. Since the original list of brokers has been revised on occasions, the complete list as approved by the Board of Regents is set out below:

PERMANENT UNIVERSITY FUND OF THE UNIVERSITY OF TEXAS  
(Approved List of Brokers for Listed Stock Transactions)  
- Through June 17, 1967, Additions -

<u>Texas Dealers with NYSE Memberships</u>	<u>New York City Correspondent</u>	<u>Date Approved by Board of Regents</u>
1. Dittmar & Company, Inc.	Loeb, Rhoades & Company	1/11/57
2. Eppler, Guerin & Turner	Vilas & Hickey	3/16/57
3. Lentz, Newton & Co.	Hayden, Stone & Co.	1/11/58
4. Rauscher Pierce Securities Corp.	None	1/11/57
5. Rotan, Mosle - Dallas Union, Inc.	Clark, Dodge & Co.	1/11/57) 3/14/59)
6. Rowles, Winston & Co., Inc.	Eastman Dillon, Union Securities & Co.	4/25/64 3/16/57
7. Dallas Rupe & Son, Inc.	Gregory & Sons	5/ 4/57
8. Russ & Co., Inc.	Pershing & Company	5/ 4/57
9. Sanders & Co., Inc.	Kerr & Company (West Coast)	5/ 4/57
10. Schneider, Bernet & Hickman, Inc.	Pershing & Company	2/ 9/57
11. Underwood, Neuhaus & Co., Inc.	Pershing & Company	1/11/57
12. Weber, Hall, Cobb & Caudle, Inc.	Vilas & Hickey	6/17/67

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<u>Texas Branches of New York City Firms</u>	<u>Texas Branch Used</u>	<u>Date Approved</u>
13. Bache & Co., Inc.	San Antonio	6/29/57
14. Burnham & Co.	Dallas	6/17/67
15. Dominick & Dominick, Inc.	Houston	6/17/67
16. Drexel Harriman Ripley, Inc.	Houston	6/17/67
17. Francis I. du Pont & Co.	Dallas	5/ 4/57
18. Eastman Dillon, Union Securities & Co.	Dallas	5/ 4/57
19. Goodbody & Co.	Dallas	1/11/57
20. Harris, Upham & Co.	Dallas	
21. Hornblower & Weeks, Hemphill Noyes - Dewar, Robertson & Pancoast, Southwest Division	Austin	6/17/67* (1/11/57)
22. E. F. Hutton & Co., Inc.	Austin	1/11/57
23. Kidder, Peabody & Co, Inc.	Dallas	6/17/67
24. Lehman Brothers	Houston	1/11/57
25. Merrill Lynch, Pierce, Fenner & Smith, Inc.	Austin	1/11/57
26. Paine, Webber, Jackson & Curtis	Dallas	6/17/67
27. Salomon Brothers & Hutzler	Dallas	1/11/57
28. Shearson, Hammill & Co., Inc.	Dallas	2/ 9/57
29. Smith, Barney & Co., Inc.	Dallas	6/29/57
30. Walston & Co., Inc.	Houston	6/17/67
31. Wood, Struthers & Winthrop	Dallas	6/29/57
<u>New York City Brokerage Firms</u>		5/ 4/57
32. Tucker, Anthony & R. L. Day		1/11/57
33. H. C. Wainwright & Co.		1/11/57
34. White, Weld & Co.		
35. Dean Witter & Co. (Formerly Dean Witter Consolidated with L. M. Marks)		1/11/57

2. Membership, The University of Texas System Development Board. -- Though the minutes of the Board of Regents reflect the appointees of the Regents on The University of Texas System Development Board, the full membership as of this date is set out below for the record:

a. Appointed from the Board of Regents

Jack S. Josey

\* Merger of Dewar, Robertson & Pancoast with Hornblower & Weeks, Hemphill Noyes, effective July 1, 1967, approved 6/17/67 (Dewar, Robertson & Pancoast formerly approved 1/11/57).

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b. Appointed by the Board of Regents

Term Expires

Ernest Cockrell, Jr.	1970
Marvin Collie	1970
Mrs. Charles Devall	1968
Dan Krausse	1970
J. Mark McLaughlin	1969
Wales H. Madden, Jr.	1968
E. G. Morrison	1969
J. M. Odom	1968
B. D. Orgain	1969
Charles N. Prothro	1968
Preston Shirley	1970
John P. Thompson	1969
Dan C. Williams	1968
Mrs. Robert F. Windfohr	1969
Gus S. Wortham	1969

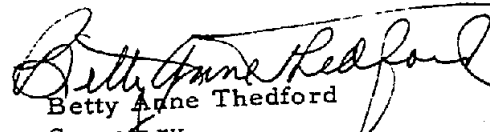
c. Appointed by the Ex-Students' Association

Jack Wrather	1967
Edward Clark	1967
H. H. Coffield	1968
L. L. Colbert	1968
Joe M. Dealey	1968
Ralph H. McCullough	1968

d. Chancellor Harry H. Ransom

Adoption of Report of the Committee of the Whole. -- The foregoing report of the recommendations contained therein were unanimously adopted upon motion of Regent Brenan, seconded by Vice-Chairman Josey.

ADJOURNMENT. -- There being no further business, the meeting of the Board of Regents was duly adjourned.

  
Betty Anne Thedford  
Secretary

August 3, 1967