

Nov. 5, 1903

Consideration of the matter of Judge Gould's salary was held over until next January.

A report on the work done on the athletic field was read to the Board. No action thereon was taken.

The President announced that the Peripatos is completed, and that seven tennis courts are to be made in the north-east section of the Campus.

The proposal by the President to extend the sidewalk on each side of the Campus, to twenty feet was approved by the Board.

The President's action in buying a pump to increase the water supply of the Woman's Building and of the Main Building was approved.

The Committee on Buildings and Grounds were authorized to contract for the erection of a stand-pipe at a cost of not more than 10,000 dollars.

The President announced that the Scholarship offered by the Federation of Women's Clubs is filled by Linda Payne.

The President was authorized to accept the money from said Federation.

The President was directed to have the report for the Board of Education, for the present year ready by November 20, 1903.

The action of the Faculty allowing Norman T. Robertson to re-enter the University was approved by the Board.

[Handed to Board of Education from p. 7 to p. 68 included.]

Mar. 18, 1904

Action concerning Med. Dept. mailed to Goodhart Holman, May 13, 1904. March 18, 1904

At a meeting of the Board of Regents, held this day, regents Braeseridge, Henderson, Oram, Browning, Gregory, and Broyer were present.

The minutes of the last meeting, held Nov. 5, 1903, were read and approved.

The following resolution pertaining to the Medical Department was passed:

Resolved, that the statement submitted by the President, showing the donations to the Medical College by regent Geo. W. Braeseridge of the sum of \$2748.17 to provide for the adequate heating of the Nurses' Home and refitting and repairing University Hall (inhabitation), and the further sum of \$4500 to provide for the support and maintenance of said University Hall for the two years of 1903-4 and 1904-5, be and the same is hereby approved and ordered of record.

Resolved, that further, that the thanks of the Board are hereby tendered to Mr. Braeseridge for his generosity.

Statement:

J. Prothero L.L.D., University of Texas, Austin, Texas.

Dear Sir: I beg to submit herewith a statement showing the donations made by Mrs. Geo. W. Braeseridge on account of the Nurses' Home, University Hall, Lubbock; giving, also, the names of the persons to whom the monies were sent, and by whom the disbursements were made. I also include an itemized statement account of the expenditures, and enclosed approved vouchers for each item:

Nurses' Home.

Donations:

Dec. 22, 1903, Check to San Antonio Loan & Trust Co.,	600.00
Jan. 5, 1904 " " Dr. W. S. Barter	\$1.100.00
" 26, " " " " " "	43.17,
	<u>1743.17</u>

Disbursements Direct.

Dec. 22, 1903. San Antonio Loan & Trust Co., two sectional boilers, eight radiators and fittings.	600.00
Through Dr. W. S. Barter	
Jan. 14, 1904, Robert Pellison Building Boiler House	350.00
" " " " " " Brick for boiler foundation	6.45
" " " " " " Collins Bros, installing boilers and connecting same with smoke-stack	455.00
" " " " " " freight and storage on boilers	54.65
" " " " " " " radiators	22.25
" 30, " Paul Shean & Co., extending water pipe, made necessary by enlargement of boiler house,	53.07
" " " " " " The Paul Shean Co. Camp promise agreement for raising steam pipes etc.	150.00

forward to p. 70





5 It was moved and carried that the name of the "School of Germanic Languages in the University of Texas" be changed to, and known hereafter as, the "School of Germanic Languages."

6 The Board declines to grant the petition of certain ladies (former students of the University) for permission to matriculate for the sole purpose of using the Warrens Dispensary.

7 A resolution was passed approving (1) the contract made by the State Water and Light Board for the erection of a steel Water Tower upon the campus of the University to cost \$11,200, to be paid out of State funds; (2) and the location of the same north of the Bowen House at a point which will cause the least damage in case said tower should be destroyed by storm or otherwise.

14 It was ordered that bids be taken and a contract entered into for the erection of three four inch water columns connected with the water system of the University, to be located one at the East end and one at the West end of the Hall of the Main University building, and one in front of the Library and running up to the front of the Auditorium, with suitable connections on each floor for the attachment of fire hose to be kept in hose racks ready for use in case of fire; and the sum of \$1415.<sup>00</sup> or so much thereof as may be necessary, was appropriated to cover the cost of same.

It was resolved that the sum of \$60.00, or so much thereof as may be necessary is hereby appropriated for the purpose of digging the ditch, laying pipe, labor and lead for cementing the Water Tower with the ten inch main on the campus.

It was resolved that the letting of the Engineering Building for the sum of \$67,900 exclusive of heating, lighting and plumbing, with the right reserved to the University, in case there are not sufficient funds on hand from the available University fund to complete the same, to stop the work on said building when said fund is exhausted, is hereby approved.

It was resolved that the sum of \$7,500 be and is hereby appropriated for the purpose of heating, wiring and plumbing the Engineering Building now in course of erection.

It was resolved that the following sums, or so much thereof as may be necessary, be and the same are hereby appropriated for the purpose of equipping the school of Electrical Engineering and Mining Engineering, and the further equipping of Civil and Sanitary Engineering, to wit:—

For Electrical Engineering	23,448
" Mining "	4,600
" Civil & Sanitary "	2,045
	30,093

more work \$1415.<sup>00</sup>  
7 1/2 \$60.00  
\$67,900  
\$7,500  
\$30,093 for equipping Building

An resolution ~~offered~~ and passed, the adoption of the Roshing system of fire-proofing for the Engineering Building was approved.

13 The Board notified and approved the adjustment made by the architects with the contractors and deemed necessary on account of change of location of the Engineering Building, to wit: Making an allowance for 10,000 more bricks at \$11.00 per thousand, and 2,500 more pressed bricks at \$14.50 per thousand, requiring an extra cost of \$146.25;— making an allowance, under the terms of the contract, for a metal partition wall 4 inches thick and 8 feet high, with door in same complete in the Electrical Laboratory, and for a door complete in partition leading from Electrical Laboratory into the analysis blow pipe room, requiring an additional cost of \$167.35;— making an extra allowance of \$119.60 for the completion of a tunnel in accordance with the final detailed drawings of the Professor of Electrical Engineering which were not completed at the time the contract for the Engineering building was let, and which three last named items aggregate \$433.20; and deducting from the contract price of said building \$200.00 on account of there being less of excavation to be made by reason of the change of location of said building, giving a net balance of \$233.20 to be added to the contract price of \$69,990; and that said additional sum of \$233.20 be here by appropriated by the Board to cover the extra amount due from said adjustment.

14 Resolution was offered and adopted that, in addition to the sum of \$250.00 reserved in the contract for the Engineering Building for hardware, the further sum of \$175.00 be appropriated in order to secure first class steel doors and hardware which will be far safer and more economical in the long run than cheaper hardware, and that the action of the President in making this change be ratified and approved.

15 It was ordered that the sum of \$79.65 be allowed and appropriated to pay A. H. Shaper for installing three radiators in the University Building in addition to those provided for in his contract for changing the heating system of the center building of the West Wing; and further that the sum of \$35.20 be allowed and is hereby appropriated to pay said A. H. Shaper for changing the returns in the Physics Laboratory so as to give more room upon the walls for the installation of experimental apparatus therein.

15 1/2 It was resolved that the sum of \$7.00 be allowed and is hereby appropriated to pay A. H. Shaper for changing two radiators in University Hall, to be changed to University Hall.

16 It was resolved that the purchase and installation of a 50 horse power boiler in the power house at a cost of \$950.00 and the erection of a coal shed at a cost of \$195.00 along the side of said power house, be approved; and that the sum of \$45.00, in addition to the \$100 heretofore set apart for this purpose, is hereby appropriated to the same out of the fund for enlarging the power house.

Eng. Bldg. 2  
Roshing fire proof.  
13  
14  
15  
15 1/2  
16  
\$79.65 approx  
A. H. Shaper for 3 additional radiators \$28.20 to Shaper  
\$45.00  
\$1100 approx

March 19, 1904

17 It was ordered that the sum of \$500.00, or as much thereof as may be necessary, be and is hereby appropriated for the erection of a crematory for consumption of sweepings, refuse, garbage, &c from the buildings, laboratories, and campus of the University.

18 It was resolved that the sum of \$1450.00, or so much thereof as may be necessary, be and the same is hereby appropriated for mending and repairing the roof of the Auditorium with galvanized iron shingles and painting the same.

19 It was resolved that the sum of \$13.145 additional, or so much thereof as may be necessary, be and the same is hereby appropriated for the purpose of enlarging the Power House, including construction of stacks, and increasing the boiler capacity therein. - Resolved, further, that the sum of \$300.00, or so much thereof as may be necessary, be and is hereby appropriated to correct the engineering building with the heating system of the enlarged Power House; and that the sum of \$105.00 or so much thereof as may be necessary, be and is hereby appropriated for the purpose of changing the tunnels which runs from the Power House to University Hall (in Austin).

20 It was ordered that the title of Prof. Thomas U. Taylor be changed from that of "Professor of Applied Mathematics" to that of "Professor of Civil Engineering", at the same salary, \$2,500, now received.

21 Resolved that the sum of \$3,500, or so much thereof as may be necessary, be and the same hereby appropriated for the purpose of having painted with two coats of paint all outside work heretofore painted or necessary to be painted, upon the main building, Chemical Laboratory and University Hall and including two coats of varnish on inside blinds, windows sash and stools of windows, - said painting to be done during the Summer vacation.

22 Resolved that the action of the President in withholding payment of bill of E. T. Burrows Company for \$600 for screening the Woman's Building until their contract was entirely complied with, is hereby approved.

23 It was resolved that the sum of \$278 or so much thereof as may be necessary is hereby appropriated for the purpose of wiring and lightening the Library of the University with Nernst and incandescent lamps.

24 It was resolved that the sum of \$400, or so much thereof as may be necessary is hereby appropriated for the purpose of wiring the electric fixtures upon the balcony of the Auditorium.

25 The President reported that, since Sep. 1, 1903, there had been added to the Library 2,157 volumes; that, among the larger donations, were those of Judge R. B. Leuld, about

Crematory \$500.00  
Auditorium \$1450.  
Power House \$13.145  
\$300 to correct Eng. Building  
\$105 to change tunnel to U. Hall  
\$2,500 Taylor  
\$3,500 paint  
\$600 Burrows  
\$278 Library  
\$400 Auditorium

March 19, 1904

25 volumes, - the Hilliard library, about 100 volumes, and the donations from the United States Government; that there were in the library catalogued 17,274 volumes, and that 11,800 remained to be catalogued; and that there were 11,500 volumes not to be catalogued, making a total of 40,574 volumes. The 11,500 volumes, not to be catalogued, include principally public documents which will be covered by Library of Congress cards for which the University is the depository. The President further reported that during the session in question there had been given to a class of three students in library science training that a hour a day be given by both the librarian and the cataloguer; and that said class had catalogued 640 volumes for the library, and had accomplished considerable routine besides purely professional work. This report was approved.

26 The matter of Assistants in the School of Electric Engineering was postponed to the June meeting, 1904.  
27 The President reported that the University Workshop had been divided so as to place the metal work in charge of Mr. Sumner in one room and the wood work in charge of Mr. Hoffman in a separate room; and that both of these rooms had been placed under the charge and direction of Prof. H. E. Scott. That, by the removal of the metal working machinery to a separate room, the finer work in metal lagging he had been relieved of the dust of the wood workshop, and more room and greater convenience had been secured for the wood workshop. - That the shop seems to be better organized than heretofore, and that the President had been relieved of much annoying detail in relation to giving orders for work in the shop. - The President further reported that an appropriation of \$200.00 had been made for the workshop by the Board for the current year and that bills were outstanding chargeable to the workshop of about \$400.00. That under the management of the workshop while the President had personally directed it, a fund had been accumulated of \$1127.76, and asked to have the same deposited in the State Treasury. On motion, the matter was postponed until the meeting of the Board in June, 1904.

28 It was resolved that a special committee of three members be appointed by the Board to investigate and report in writing to the June meeting of the Board on the names of two law professors; - one to be designated as the Dean of the Law faculty and to receive a salary of three thousand dollars per annum as law professor and one thousand dollars per annum as Dean; the other to receive a salary of three thousand dollars per annum. And said committee will conduct its correspondence in this matter through the President as the official of the Board, and the report of said committee shall contain a brief statement concerning each name presented, accompanied by the recommendations of such persons, and such other information concerning such persons as said committee may be able to obtain. And said committee is further directed to make such report without recommendation. The chairman appointed reports Henderson, Gregory, Boyce as the committee.

28a The President reported to the Board that Judge Robert S. Leuld had been unable on account of the feebleness of his health, to give any instruction during the

25 vol. in library  
26 postponed  
27 postponed  
28 postponed  
28a Judge Leuld



March 18, 19, 1904

present session, and that it was not expected that Judge Bond would be able to do further work in the institution. The President also reported that Prof. Marcey Lewis, Dean of the Law faculty, had signified his intention of securing his connection with the University at the end of the present fiscal year. It was stated that a successor to Prof. Lewis and an additional law professor would need to be elected for the ensuing year, and it was asked that the Board fix the salary for the additional professor. The following resolution (see 25b. above) was offered by Regent Henderson and adopted by the Board.

The President recommended that the Board make an appropriation of \$500.00 for the Law Department to be used as a lecture fund in two ways: 1. In securing capable lecturers on special subjects; and, 2. in defraying the expenses of members of the Law faculty in delivering a few lectures on interesting law topics in different centres of the State illustrating to the bar and to the people of the State the methods of teaching at the University, and thus bringing the people into closer touch with the University. This fund, it was suggested, if appropriate should be administered under the direction of the President. Consideration of this appropriation was postponed till the June meeting, 1904.

It was moved and carried that the President of the University be authorized to extend to the Texas State Bar Association an invitation to hold their annual meeting in the University Auditorium in Austin during the November of 1905.

On recommendation of the President, the Board appropriated the sum of \$100.00 for 100 copies of the Texas State Historical Association, to be sent by the Secretary of said Association to the libraries of the public high schools of this State that are affiliated with the University.

The President reported that the following improvements had recently been made upon the campus and the University Buildings:— The sidewalk on Guadalupe street on the West side of the campus had been extended twenty feet; and the curbing moved out and set at that distance. Steps at the South West corner were reset, and cement sidewalks were put in at the main entrance and at the North and South ends of the campus on Guadalupe street.

The hill at the west entrance of the Main Building had been cut down to a level with the basement floor. That the cost of cutting down the hill, removing the earth to fill the sidewalk on west side of campus, and the cement sidewalks over entrances on the west side of campus aggregated \$790.75

A blue cedar roadway had been constructed from the Speedway on East side of campus to the power house at a cost of \$82.90, using the stone from the basement of the Engineering Building.

The steps at west entrance of the University had been changed, the exterior foundations of the building cemented in imitation of rough cobbler stone, and substantial cement entrances made at the foot of the steps and west entrance of the basement, at a cost of \$52.64

Law Dept.  
29  
\$100.00  
30  
Campus  
Steps  
Main  
Steps at West entrance

March 18, 19, 1904

That changing the West entrance necessitated the construction of a sewer from such entrance to the main sewer near the power house so as to connect the basins in the ladies sitting room and on the second floor, above, with the sewer. This sewer, including ditch, laying pipe and cost of material, cost \$153.30

The lowering of West entrance also made it necessary to lower gas main at that point, which cost \$83.60

The expenses of extending sidewalk building roadway were charged to campus fund; the new steps and improvements at West entrance, ~~and~~ ~~the~~ ~~cost~~ ~~of~~ ~~the~~ ~~construction~~ ~~of~~ ~~the~~ ~~sewer~~ ~~and~~ ~~lowering~~ ~~of~~ ~~gas~~ ~~main~~, were charged to Improvement of Buildings.

He also stated that electric lights had been placed over the front and west entrances of the Main Building so that these steps, heretofore dangerous, are now fully lighted at night.

The President reported that Dr. Thos. W. Page, in August, 1903, had tendered his resignation as Professor of Political Science to take effect Jan. 1, 1904, and that he had been unable to secure a satisfactory person to fill the place of Dr. Page. That Dr. Hubenich had been temporarily placed in charge of the school and Mr. E. H. Miller had been employed as an instructor from January 1, 1904, until the end of the present fiscal year, at a salary of \$900.00 for that period. — That the work in the school of Political Science had been rearranged by imposing additional duties on Dr. Hubenich; and, in view of this additional work and responsibility it was recommended that the ~~salary~~ <sup>salary and</sup> ~~work~~ <sup>work</sup> of Dr. Hubenich be increased to that of an Adjunct Professor to take effect January 1, 1904, when such additional duties and responsibilities were put upon him.

It was moved and carried that the name of Dr. Hubenich be increased to that of Adjunct Professor of Political Science and Law, with salary remaining the same as at present for the remainder of the fiscal year.

It was moved and carried that, in securing a new professor of Political Science, the President be authorized to pay a salary as high as three thousand dollars, if necessary.

Resolved, that, in accepting the resignation of Dr. Thos. W. Page, professor of Political Science in the University of Texas, the Board of Regents desire to express their high appreciation of his services to the Institution while he was connected therewith, and to extend to him their kindest good wishes for his success and happiness in his new field of labor.

The President reported that the Executive Committee of the Summer School recommended the following faculty therefor with salaries and compensation as stated:

William James Sutton, Dean; Prof. Science & Art of Education,	\$300.00
Fredric William Simonds, Prof. of Zoology,	250.00
A. Caswell Ellis, Asso. Prof. of Science & Art of Education	250.00
Wm. Tyler Mather, Asso. Prof. of Physics,	250.00
Edwin Whitfield Fay, Prof. of Latin,	250.00
	<u>1,300.00</u>

Dr. Page res.  
Hubenich's name  
Miller  
Salary of new Prof. Pol. Sci.  
Dr. Page res.  
Summer School Salaries

March 18, 1904

Summer Schools Salaries continued:

Summer School	Brought forward	
32. Lilia Mary Basis, French & Spanish		250
Harry Mandell Benedict, Ass. Prof. of Mathematics & Astronomy		250
Milton Brocketh Parter, Prof. of Pure Mathematics		250
Henry Leon Patchett, Principal of Santa Houston Normal Institute, Lecturer on Algebra and Trigonometry		250
Eugene Paul Schock, Instructor in Chemistry		250
Daniel Allen Perick, Instructor in Latin and Greek		175
Eugene Campbell Banker, Instructor in History		175
Albert Emmering Reed, Instructor in English		175
Herbert Eugene Bolton, Instructor in History		175
Reginald Harvey Griffiths, Instructor in English		175
Frederick Otto Schuch, Instructor in German		175
John Robert Smelser, Tutor in Science & Art of Education		135
Camel S. B. Beedemeyer, Fellow in Physics		75
G. W. F. Butler, Secretary & Treasurer, Instructor in Book-keeping		125
Pineas Lawrence Windsor, Librarian		125

Note: Prof. D. E. Shuster to receive fee of ten dollars for each student registering in Ontario  
 Nelson Strader Houston, Director of Manual Training Department, Austin Public Schools, to receive as compensation the registration fees of his course.

It was moved and carried that the salaries paid to the regular teachers in the University of Texas for work done in the Summer Schools, should be paid as an increase of their regular salaries during the period of their work in such Summer Schools.

On motion made and carried, it was determined not to devote the Warner's Building to the use of the Summer School during the year 1904.

It was ordered that the management of University Hall (the Austin) during the session of the Summer Schools be committed to Adrian Pool and Robert A. Richey for the accommodation of Summer School students, under such regulations as may be prescribed by the President and as would safeguard the property of the University.

The President called the attention of the Board to the fact that the funds appropriated by the state for the conduct of the Mineral Survey had not been appropriated by the Board but was being administered in bulk, and under such conditions as would safeguard the property of the University.

Mineral Survey funds

March 18, 1904

carried was ordered to be recorded as a part of the minutes of the Board, and is as follows:

Austin, Texas, March 14, 1904.

Hon. Wm. L. Prather  
 President, the University of Texas.

Dear Sir: -

Absence from the office, on field work in El Paso county, has prevented an earlier reply to your communication of Feb. 22<sup>nd</sup>. I beg to respond to your inquiries as follows, quoting the questions verbatim:

1. Does the employment by you of persons to do a particular thing like making analysis and tests of clay, constitute such employment by the Board of Regents of skilled persons who shall conduct said survey under the direction of said Board as was contemplated by and embraced within the meaning and intention of Section 2 of the Act establishing the Mineral Survey?

Reply:

In my opinion it does. No person has been employed on this Survey whose qualifications were not embraced within the requirements of the Act. The persons so employed have been as follows: B. F. Hill, J. H. Udden, Geo. B. Richardson, Heinrich Rin, S. H. Warrell and O. H. Palm; the last two no chemists. All of these gentlemen have had considerably more practical experience than is required by the terms of the Act. In addition to these gentlemen Mr. R. C. Brooks has been employed to collect samples of coal, lignite and clays, his work being confined to the collection of the samples which were to be analyzed in our own laboratory and tested in the clay laboratory of Dr. Rin, at Cornell University.

2. Who constitute the staff of the Mineral Survey at this time, and what salary is paid to each, and how long is such salary contracted for and by whom?

Reply:

At this time the staff of the Survey consists of the following persons:  
 Wm. B. Phillips, Director, salary \$3,000.00 a year.  
 S. H. Warrell, Asst. Chemist, Salary \$1,200.00 a year.  
 E. E. McJannet, Stenographer, salary \$70.00 a month.  
 W. L. Benson, Stone Cutter, Salary, \$35.00 a month.  
 In addition to these, who are paid regularly by the month, we have employed Miss Emma Patrick for Clerical work in the office and pay her \$1.50 a day, and Mr. O. H. Palm, for special chemical work on clays and pay him by the day so that the amount paid each month is \$50.00. The employment of Miss Emma Patrick, W. L. Benson and O. H. Palm will cease within the next thirty days.

Reply of W. L. Benson

to you concerning the Mineral Survey

W. L. Benson

Reply of W. L. Benson

W. L. Benson



March 18, 1904

The only salaries that are contracted for by the year, payable each month are those of the Director, the Assistant Chemist and Stenographer. These were allowed by the Board of Regents. Owing to the emergency of the work I have assumed the responsibility of employing such extra help as the case appeared to demand. The several Vouchers for such extra help have always been furnished, with full explanations, and have been paid.

The employment of Miss Emma Patrick was rendered necessary by the fact that we had 12,000 envelopes to address, for sending out Bulletins, and further by our finding it impossible to keep up with files and correspondence. There is a great deal of work in the office which neither I nor Mr. McInnis can get time to attend to.

Mr. Benson has been very busy in cutting and polishing specimens of rocks and minerals to form a part of the collection of economic geology to be installed in the new Engineering Building. He has cut and polished granite, agates, serpentine, onyx, Marble, etc. The temporary employment of Mr. C. H. Palm was rendered necessary by the large number of samples of clay that had to be analysed for the report of Dr. Heinrich Ries. Mr. Palm agreed to do this special work for \$100.00 a month, one half to be paid by the Texas World Fair Commission. The ordinary laboratory force was wholly inadequate to attend to this matter, as it involved the complete chemical analysis of more than 100 samples of clay. This work had to be finished by the middle of April, 1904, in order that Dr. Ries might prepare his report before the beginning of summer. It is a work that has never been undertaken in and for Texas and yet it is of great practical importance.

3. Has the provision of section 3 that the "Board shall publish at least once annually all practical information collected in the prosecution of said Survey as the same progresses" been strictly complied with?

Reply: It has. The Survey was organized by the Board in May, 1901. Since that time we have published seven Bulletins and have distributed them to the citizens of the State and to others who made application for them. The total number of such copies published and distributed is 31,000 and the demand for them has been so active that we have on hand now only a few copies of the last two Bulletins.

The statement concerning these Bulletins is as follows:

No.	Title	Published	Number of Copies
1.	Texas Petroleum	July, 1901.	4,000
2.	Sulphur, Oil and Quicksilver in Texas	Feb., 1902.	5,000

Emma Patrick

Mr. Benson

Mr. Palm

Bulletins

Bulletins of Mineral Survey

March 18, 1904

Bulletins of Mineral Survey	No.	Title	Published	Number of Copies
	3.	Coal, Lignite and Asphalt Rocks	May, 1902.	4,000
	4.	Quick silver deposits of Brewster County	Oct. 1902.	4,000
	5.	Minerals and Mineral localities of Texas.	January, 1903	5,000
	6.	Mining Laws of Texas and Magneti Declaration Tables.	July, 1903	5,000
	7.	Report of Progress for the Year 1903	January, 1904	6,000
				31,000

To this total is to be added:  
Special Topographic Map of the Brewster County Quicksilver Region sent out with Bull. 4 4,000  
Topographic Map of the South west part of Brewster and the southeast part of Presidio, with Bull. 7 - 6,000.  
Making a grand total of ----- 41,000 copies  
Our system of sending out these publications is briefly as follows: We keep two complete card catalogues, one relating to the State and another to other States and countries. The cards contain the name and address of each person receiving our publications and the number of the Bulletin sent. There is a duplicate Texas card catalogue containing the names of the post offices to which we have sent anything, what was sent and to whom. In a moment we can turn to our card catalogues and ascertain what was sent and to whom and in addition, for Texas, the post-offices and countries, alphabetically arranged.  
These card catalogues have been of the greatest help to us, although it requires a good deal of time to keep them up to date.

4. Has the requirement of Sec. 4 that the Board shall make provision "for the collection and distribution of statistics relating to the mineral production of the State" been complied with? If so, how?

Reply: We have endeavored to comply with this provision of the Act and have succeeded in part. The correspondence required for the collection of such statistics is large and we are often obliged to send a person for such statistics. The obstacle in the way of the complete accomplishment of this task is that the United States Geological Survey has been collecting such statistics for many years and that producers are unwilling to make up and forward two sets of statistics, one to the Government and one to this Survey. Even the Government has found it necessary to send out special agents for the collection

Statistics of Mineral Production

March 18, 1904

of such statistics, being unable to secure them by correspondence. We have not been able to do as much in this direction so we could wish, owing to the expense. We hope to be able to organize this branch of the Survey on a better basis this year.

5. Is instruction in practical and economic and field geology and mineralogy being given in the University in connection with said Survey or contemplated and required by Sec. 5? If so, by whom and to what extent?

Reply:

Instruction in practical mineralogy has been given in the University in connection with this Survey since the Fall of 1901. Instruction in such matters has been given in the University for a number of years, long before the Survey came into existence. It has much been added to and enlarged since 1901.

Instruction in field and economic geology has been offered, but there have been no students applying for the course. One reason for this is doubtless that the students who have entered for the degree of Engineer of Mines have not yet advanced sufficiently far to be able to take the course in economic and field geology.

During the session of 1902-3 I gave instruction in practical mineralogy and also lectured on economic geology. During the present session Mr. B. H. Hill has the class in practical mineralogy and I have lectured to it on economic geology as time would permit. I have been absent a great deal during the year and on this account there has been no regular course of lectures on economic geology, nor any application for such a course.

Have duplicate specimens of all mineral and other substances obtained from the Survey been prepared and transmitted to the A. & M. College as contemplated and required by Sec. 5? If so, when was this done, and has there been a list of such specimens made and preserved by you and what acknowledgements or receipt therefore was given and by whom?

Reply:

On January 9, 1903 I sent to President David H. Houston, of the A. & M. College, a box containing 33 specimens of minerals obtained by this Survey and embracing coal, lignite, asphalt rocks, cinabars, gypsum, &c, &c. Under date of Jan. 17, 1903 I had a receipt from him with expression of his appreciation of the country.

On the 19th of Sept., 1903 I sent to Prof. H. H. Harrington, College Station, a box containing 50 samples of clay, one sample of cement, one sample of cement clinker, one sample of finished cement and one specimen of serpentine. I have had no acknowledgment from him of the arrival of this box and am

March 18, 1904

writing him concerning it. We have now on hand and ready for shipment to the A. & M. College a large box of duplicate samples and shall send it within the next few days. We have complied with the requirements of the Act in this respect and intend to do so in all good faith. From time to time as the material comes in, we set apart for the A. & M. College duplicate specimens of such things as we obtain from the Survey, out of the specimens of building stones, &c. which have been secured and paid for by the Texas World's Fair Commission and which we have charge of or do not consider as coming under the Act. They have not been obtained from this Survey, and we pay for them now.

I have a list of every thing we have sent to the A. & M. College and it can be referred to at any moment. Up to this time we have sent 67 duplicate specimens and have on many more ready to go.

7. Has the geological map of the State for distribution among the citizens of the State, on which is correctly set forth the exact location of mineral deposits, as contemplated by Sec. 6, been made, and if so, when will the same probably be published and distributed?

Reply: To prepare a correct geological map of the State on which would appear the exact location of mineral deposits would require the labor of many years and the expenditure of large sums of money. This Survey, together with the Survey which expired in 1892, has collected much data for such a map and we propose this year to issue a correct geological map of El Paso County, in which, according to the report of the Commissioner of the General Land Office for the two years ending August 31, 1902, there were still 2,056,844 acres of public school land unsold, exclusive of the holding of the University. Nearly all of the data for this map is in hand and it is thought that publication can be made this year.

We have prepared the way for the construction of geological maps to cover the southeastern part of Presidio and the southern part of Brewster counties, south of the line  $29^{\circ}30' N/E$  and between the lines of 104 degrees and  $102^{\circ}36' N/E$ . The excellent topographic map of this area, prepared by the United States Geological Survey under a plan of co-operation with this Survey, will serve as the basis for the construction of the geological maps. Unless the appropriations for such work in this State are largely increased it will be many years before a correct geological map can be prepared. We have done and are now doing all that we can toward carrying out the provisions of the Act



March 15, 1904

With respect to the preparation of a geological map. Of necessity the work proceeds slowly, for we have not the means to keep parties in the field for the purpose.

What is contemplated or desired that the Board of Regents shall do with reference to lending "to the Texas World's Fair Commission for exhibition at the Louisiana Purchase Exposition to be held in the city of St. Louis in 1904 such collections of mineral substances as may be at the University of Texas? And what arrangements have been made, or what arrangement do you think necessary to be made to insure that all expenses incurred in the removal of such collections to and from St. Louis shall be borne by said Commission, and that such collections, with additions thereto, shall be safely kept and returned to the University?

Reply: It would be necessary for the Board to pass a resolution authorizing the loan of such materials as are now on hand, or that may be acquired during the progress of the exposition, to the Texas World's Fair Commission, with the understanding that neither the University nor the Mineral Survey should in any wise incur responsibilities of a financial sort in the removal or return of such material. It would, I think, be well to have a clear understanding with the Texas World's Fair Commission on this point, although the General Manager, Mr. Louis J. Wortham, Dallas, understands it now fully.

I have been careful, all along, to state to Mr. Wortham what such was the understanding, and I think that you have a letter from him on this point. Whatever action the Board may take should be taken at once, for I am now shipping to St. Louis the mineral cases made here for the display of the mineral products of this State and I am ready to begin the packing of the materials themselves. The Texas World's Fair Commission has of its own accord and its own expense collected a great deal of material and it is clearly understood that all of this is to be returned to the University.

In this connection I may say that the Texas World's Fair Commission has had made a number of handsome cases for the exhibition of the minerals and mineral products of Texas at St. Louis. These cases were made in the University workshop, the Commission paying for all lumber, hardware, and other materials and labor. Thirty of these cases are to be made, and there are now ready twenty five of them. They have been made according to plans submitted from this office; and, in considering the whole matter, the fact that these cases are to be returned to the University was kept clear in view. They are made of Texas pine, and embody the best designs for such purposes. With the mineral cases that were loaned to the University by act of the Legislature and which were used by the former Geological Survey of Texas,

Cases for minerals

March 18, 1904

we shall have no trouble in displaying all the materials for economic geology. It is not intended to lend to the World's Fair Commission the large cases which were once in the Capitol, but to use those which have been specially constructed for this purpose.

Connection between Mineral Survey and the State Exposition

No same additional questions may be asked by the Board with reference to the connection between the Mineral Survey and the Texas World's Fair Commission, I beg that you will allow me to state briefly just what this is and what benefits we shall derive from it: - I was asked a year ago, by the Commission, to take charge of the Mineral Exhibit for Texas, see that it was properly collected, labelled and installed. I accepted the position of chief of the Department of Mines and Metallurgy, volunteering my services without pay. Since that time I have looked after the collection of the material that was to go to St. Louis, the designing and construction of the mineral cases, the cutting and polishing of building and ornamental stones and other matters cognate to the plan. I did this because I saw an excellent opportunity to secure a great deal of valuable material for the University without cost to it. Such an opportunity will not occur again for many years. The collections at the University that could be used for the study of economic geology, ore deposits, etc., were scanty, and I saw that they could be supplemented with great advantage to us here. My sole purpose in entering upon this work was to aid in the further of the mineral resources of the State and to secure for the University such a collection of economic material as could not be duplicated without great expense. I believe that the result will abundantly justify the time I have been obliged to give to the matter. A display of the Mineral resources of the State at St. Louis had been determined upon, and the question arose whether we should not take advantage of the situation, co-operate with the Commission and secure for the University a large and exceedingly valuable collection of material gotten to advertise commercial possibilities.

Cost of the Exposition

During the last year the Texas World's Fair Commission has aided this Survey in the following particulars: It bore a considerable part of the expense entailed in the collection of clay samples by providing railroad transportation for Mr. Finsmith Rice and Mr. R. C. Brooks. These gentlemen travelled over a large area in Texas last summer securing in person the material which was to form the basis for Mr. Rice's report on clays. It has paid half of the wages of Mr. W. E. Benson who has been engaged in cutting and polishing building and ornamental stones since last April. Mr. Benson has been paid \$70.00 a month. It has paid one half of the wages of Mr. O. H. Palm while engaged upon the chemical analysis of the samples of clay. It has provided the Director of the Survey with railroad transportation over many lines in Texas and he has attended to a great deal of Survey work on the transportation given by the Commission. It has contracted for the mineral cases which will be returned to the University, paying \$1,500.00 for them. It has bought a splendid

Has paid 1/2 of Benson's wages \$70.00 a month. Has paid 1/2 of Palm's wages. \$1,500 for mineral cases

March 13, 1904

stereopticon

stereopticon and outfit for illustrating the mineral resources of the State and has paid the expenses of myself and Mr. Benson while engaged in giving lectures at various places in the State. This stereopticon outfit has cost more than \$400.00 and is probably the best ever brought Texas. The instrument was made especially for our purposes, from plans submitted from this office. Including expenses already incurred and others still to be met by the Commission I estimate that before the close of the St. Louis Exposition it will have expended more than \$10,000. in the effort to attract attention to the mineral wealth of this State.

The Survey has incurred no expense in co-operating with the World's Fair Commission that it would not have incurred of itself and for its own legitimate purposes. I regard the money already expended and what is still to be expended by the Commission as a most important contribution to the purposes this Survey has in view. We are working towards the same ends and it is particularly fortunate that at this time we have been able to secure so much valuable material without cost to the Survey or to the University.

9. Please give me statement, of number, size, description and cost of mineral cases made in the University work-shop and by whom? Cost thereof was paid? and, also, what is the understanding and agreement and between whom was the same made, that these cases should become the property of and be returned to the University of Texas, without cost, upon the conclusion of said Exposition?

Reply: The agreement was for the construction of 30 (thirty) mineral cases of the following dimensions, viz., length 96 inches, width 38 inches, height 38 inches, with three sets of drawers on each side. The cases are to be surmounted by two glass cases six, eight and ten inches high. Each of these glass cases is 18 inches wide and 96 inches long, made in frame and the glass set in subsequently. The World's Fair Commission pays for all material and for the labor, the University giving the use of the shop, tools and powers. The cost of the cases will be about \$50.00 each, made here, the lowest offer under outside contracts being \$85.00, a saving of \$35.00 each.

I think that Mr. Wortham addressed to you a letter, about the middle of November, 1903, on this subject. I find that I transmitted to you on Nov. 19th, a copy of what Mr. Wortham wrote to me in a letter of Nov. 15th. Since that time I have presumed that the matter was satisfactory to you.

The bills for lumber and other supplies to be used in the construction of the mineral cases were approved by myself and sent to Dallas for payment. I know that some of them have been paid and I presume that they will all be settled. The account for labor have been paid. While I have no doubt that Mr. Wortham, the General Manager of the Texas World's Fair Commission, clearly understands that all collections secured from the University, whether belonging to it

10,000

Mineral cases

Mr. Wortham

cases

March 15, 1904

cases & mineral references

or in its care, if sent to St. Louis must be returned without cost and that the mineral cases come under the same agreement, still it might be well for the Board to have a written agreement with him to this effect. It would prevent possible misunderstanding.

Very respectfully  
Wm B. Phillips -  
Director

The following letter was read to the Board and budget thereto attached was adopted:

March 16, 1904.

Hon. Wm. G. Prother.  
Dear Sir:

Complying with your request that I submit a list of estimated expenditures of the Mineral Survey for the year ending March 28<sup>th</sup> 1905. I beg that you will consider the several amounts as estimated, with the exception of the salary of the Director of the Survey. Under the heading "Salaries" I have placed the salary of the Director as allowed by the Board of Regents in June, 1903, at \$3000.00. I will ask that the salary of the assistant Chemist, Mr. S. H. Warrell, be increased to \$1500.00 a year. He has been most faithful and efficient and fully deserves the increased remuneration.

I have placed the salary of the stenographer at \$900.00 a year and will ask that the same be allowed.

I think it would be well to employ special person for special work during the year. This is a cheaper and a more efficient way of securing such field work as we shall need. We have tried this plan during the last year and are pleased with it. The Report on Clays, prepared by Dr. Heinrich Riss, is of this character as also the Report of Mr. Geo. B. Richardson on the Water Question in Val Verde County. Prof. J. A. Udden was also employed to prepare a special report on the Shafter silver Mining District, Presidio county, under this plan. We get the reports quicker and I think that we get better work under a plan that may be termed the contract system than by the employment of persons on regular salaries.

The list I beg to submit is as follows:  
List of estimated expenditures of the University of Texas Mineral Survey for the year ending March 28<sup>th</sup>, 1905.

Salaries:	
Wm. B. Phillips, Director	\$ 3,000.00
S. H. Warrell, Asst. Chemist	1,500.00
Salary of a stenographer	900.00
	<hr/>
	\$ 5,400.00

Office expenses:  
Stamps \$ 150.00

Mineral Survey Budget for year ending March 28, 1905

In next page.



March 18, 1904

Stationary	\$ 50.00
Express	50.00
Draughting work	250.00
Extra office help	50.00
Maintenance of Library	300.00
Moving to new building	50.00
New shelving for library	100.00
	<hr/>
	\$1,000.00

Chemical Laboratory	250.00
Contingent fund	500.00
Printing & Distribution of Reports	150.00
Field work and expenses Contingent thereupon	6,350.00
	<hr/>
	\$15,000.00

Very truly yours  
Wm B. Phillips  
Director

The Board also adopted the following resolutions in regard to lending to the Texas World's Fair Commission, for exhibition at the Louisiana Purchase Exposition, at St. Louis Mo. Collections of Minerals at the University under authority of the 28th Legislature in Senate Bill 203 section 7, provided such collections, with all additions thereto, shall be returned to the University without cost to said institution, to-wit:

34. The President presented to the Board a statement showing the object, organization and resources of the University Cooperative Society which furnishes the students and faculty with books supplies, etc.

The statement shows that since the foundation in 1896 of said Society it has accumulated assets of the net value of \$6,571.07 was ordered recorded and is as follows: See p. 90

The President also presented a copy of the Constitution of said society adopted February 10th, 1904 which was on motion received and ordered to be recorded, and which provides that in case of the dissolution of said Society or its cessation from business the net assets thereof shall become the property of the University and that the income therefrom shall be devoted to aiding meritorious students through the University upon such terms as the Board of Regents may from time to time determine, and \* \* \* (See p 90)

35. The Board of Regents refused to grant the petition of B. A. Blount to return his matriculation fee, and ordered that he be informed that he will be credited with that amount should he return to the University.

March 18, 1904

36. The Board ordered, <sup>that</sup> Mrs. T. B. Lee be paid the sum of \$250. damage caused to her house by blasting on south side of the campus.

37. In replying to the communication with F. B. Hughes, Denton, Tex., it was declared that scholarship will be conferred on student having highest grade in the graduating year.

38. In the case of Miss Mary Hyman and Miss Mary Hull, it was ordered that the superintendent of Houston be informed that when application to enter is made it will be granted to one or both of said students.

39. It was ordered that the matter of teaching telegraph - Chemistry be postponed for consideration at some meeting 1904.

40. The President reported for the information of the Board that the expenses of the Women's Building was exceeding its income from Board and room rent already to the amount of \$1138, with known outstanding bills amounting to over a hundred dollars additional and probable further outstanding bills amounting to several hundred dollars more; that University Hall had on hand on March 1, 1904 balance of \$235 on board account, and balance of \$18997 balance hand March 1, 1904 on account of room rent.

41. Mr. Ralph Hutchinson was elected Director of outdoor athletics and his salary was fixed at \$1,200.00 per annum.

42. The President was authorized to arrange with the Faculty for a dedicating service of the Engineering Building for some time next session.

43. It was moved by Regent Henderson and carried that the Chairman appoint a special Committee to revise the rules of the Board and to formulate, propose and report to the Board such by-laws, rules and regulations, as they deem necessary for the successful management and government of the University.  
The Chairman appointed as said committee, Regent Henderson and Cain, with the President.

March 18, 19, 1904

44. The President called attention to the report of Mr. Wiggins in regard to a system of book keeping and accounting for the University recommended to be put in force at the beginning of the fiscal year on September 1st 1904. On motion the report of Mr. Wiggins was referred to the special Committee to report by-laws rules and regulations for consideration and report thereon at the June meeting. (See p. 93 for report (buis report))

45. Regent Levin read the report on workshops which was received and consideration thereof postponed to the meeting June next. The President was requested to make a statement on the same subject

46. Sum of \$855<sup>00</sup> was appropriated to pay Mr Wiggins for his reports.

47. The President was requested to report in June next a comparative statement for five year period of the growth of the schools and proportion of teachers therein for the same time.

48. The contract of employment of Mrs. Meil Carothers and Mrs More was construed by the Board to include the room rent and board only during the operation of the Women's building during the session of the University.

University Co-Operative Society.

Statement by Prof. H. H. Benedict, President

Object. This society is an organization of Faculty and Students formed for the purpose of supplying members of the University with books, stationery, athletic goods, and similar articles at the lowest possible prices consistent with safe business methods and the continued existence of the Society.

Location. Room 16, near the rotunda on the second floor of the Main Building, is the sales-room of the Society. This room is set apart for this purpose by the University authorities, who appreciate the benefits derived from a co-operative management.

Organization. The Society is shortly to be incorporated with a board of Trustees made up of alumni and professors of the University; a board of Directors, made up of students and others, assists the President of the Society in the actual management of the business. The officials of the Society at the present time are: Prof. H. H. Benedict, President; Dr. W. Ramsdell, vice president; R. Mangum, Secretary, Prof. L. O. Rice, Treasurer; and Prof. F. W. Simonds, Prof. H. H. Benedict, Prof. L. O. Rice, Dr. W. Ramsdell, R. Mangum, H. J. Marshall, A. Cox, L. W. Parrish.

March 18, 19, 1904

D. A. Frank, A. S. Murphy, W. F. Martin, Directors.  
The clerks are E. W. Davis, W. O. Wright, J. J. Averette.

All of the officers, except president and clerks work without pay. Members. All students are invited to become members. This can be done by signing the member book and paying an entrance fee of \$1.00. The return of this entrance fee at the end of the year is guaranteed by the Society, and in addition a member participates in a rebate, which is a certain per centage of the amount of goods purchased by the member during the year, the per centage depending on the profits made by the Society during the session. This rebate is paid in June just before commencement. Last year the 195 members got back the \$195 paid in fees and about \$100.00 additional in the form of rebates.

Prices. The Society intends to sell goods as near cost as is safe. The Society has been in successful operation seven years; it is known to all the leading publishers and has a commercial rating; and, as its volume of business increases, is securing better and better trade arrangements. The running expenses of the Society are fairly small. It pays no rent, and no salaries except to three clerks who are ~~university~~ students making their own way through the University, and to the president who manages the business by and with the advice of the Trustees and Directors. The Society has no debts other than current ones. It settles its bills monthly, and has no capital stock earning dividends. All profits are, and have the total running expenses go either as rebates to members or as additions to assets. Aside from the salaries paid, no profits are made by any one connected with the management of the Society.

Students are urged to ~~acquaint~~ <sup>acquaint</sup> themselves with the management of the affairs of the Society by questioning its officials who will be glad to furnish information at any and all times. This Society exists solely for the benefit of the students and faculty of the University of Texas. It is the duty of students, therefore, to acquaint themselves with its operations, to appreciate the benefits that they derive from its existence, to understand some of the difficulties under which it labors, to make suggestions concerning further improvements; in short, to take an active and intelligent interest in a Society that exists only to reduce the cost of their books and stationery as far as possible.

Post-Office. University Station, a branch of the Austin Post-Office, occupies the West end of the Society's rooms, and the clerks are also postmen. Money orders and registered packages are received and sent, and the office is quite a convenience to the University public. The increase in the salary item for 1902-3, shown in the exhibit on the next page, is due to this post office, but is covered by the amount advanced for the office by the Post-Office Department. University Station was established in September, 1902.

Exhibit: A general statement of the business of the Society since its foundation in 1896, along with an exhibit of its present condition, is hereto appended. Careful

Financial Statement



March 18, 19, 1904.

Attention is invited to these exhibits.  
Assets and Liabilities, July 28, 1903.  
Assets.

Cash on hand,	\$ 2,143.02
Books on hand, as per inventory at cost,	2,747.43
Stationery & misc.ellaneous on hand as per inventory at cost,	1,365.56
Athletic goods on hand as per inventory at cost,	113.62
Biological goods on hand as per inventory at cost,	82.92
Jewelry on hand as per inventory at cost,	163.33
Accounts unpaid,	190.17
Furniture and fixtures,	50.00
Dead stock inventory \$680.97	0000.00
<b>Total assets,</b>	<b>\$6,856.05</b>
Liabilities.	284.98
Due on stock, ←	Not capital, \$6,571.07

UNIVERSITY CO-OPERATIVE SOCIETY: SALES, EXPENSES, AND BALANCES.

RECEIPTS.							
	1896-97	1897-98	1898-99	1899-1900	1900-01	1901-02	1902-03
Books	\$ 4,533.15	\$ 5,916.39	\$ 5,930.40	\$ 6,917.43	\$ 8,452.51	\$ 8,422.06	\$ 9,240.32
Stationery and Miscellaneous	850.44	992.16	1,705.60	1,835.38	2,522.63	2,804.91	3,669.55
Athletic Goods	333.75	557.99	573.39	580.05	549.35	346.85	152.21
Fees	314.00	58.00	20.00	20.00	103.00	155.00	195.00
<b>Total Sales</b>	<b>\$ 6,031.34</b>	<b>\$ 7,424.54</b>	<b>\$ 7,729.39</b>	<b>\$ 8,830.86</b>	<b>\$ 11,427.49</b>	<b>\$ 11,728.82</b>	<b>\$ 13,260.08</b>
Borrowed	415.58	600.00	300.00				
Balance	0.00	235.22	169.47	634.37	1,242.07	1,914.47	1,969.46
<b>Totals</b>	<b>\$ 7,446.92</b>	<b>\$ 8,259.76</b>	<b>\$ 8,198.86</b>	<b>\$ 9,455.23</b>	<b>\$ 12,669.56</b>	<b>\$ 13,643.29</b>	<b>\$ 15,229.54</b>

EXPENDITURES.							
	1896-97	1897-98	1898-99	1899-1900	1900-01	1901-02	1902-03
Stock and Express	\$ 6,650.70	\$ 6,111.30	\$ 6,519.32	\$ 7,345.91	\$ 9,915.52	\$ 10,589.09	\$ 11,477.62
Freight, Carriage, and Telegrams	117.72	104.10	181.16	235.73	245.43	361.29	406.99
Salaries	215.50	141.72	203.95	273.77	283.20	374.50	738.69
Miscellaneous	36.00	58.02	94.26	77.49	63.94	73.05	182.22
Fees Returned and Rebates	*00.00	101.35	25.30	*280.26	247.00	275.90	286.00
<b>Total Expenses</b>	<b>\$ 7,019.92</b>	<b>\$ 6,516.49</b>	<b>\$ 7,024.49</b>	<b>\$ 8,213.16</b>	<b>\$ 10,755.09</b>	<b>\$ 11,673.88</b>	<b>\$ 13,091.52</b>
Loans Paid	191.78	1,573.80	550.50				
Balance	235.22	169.47	624.37	1,242.07	1,914.47	1,969.46	2,143.02
<b>Totals</b>	<b>\$ 7,446.92</b>	<b>\$ 8,259.76</b>	<b>\$ 8,198.86</b>	<b>\$ 9,455.23</b>	<b>\$ 12,669.56</b>	<b>\$ 13,643.29</b>	<b>\$ 15,229.54</b>

\*\$235.91 of this amount should have been paid in 1896-97.  
†This includes \$85.00 back taxes.

**CONSTITUTION**  
OF THE CO-OPERATIVE SOCIETY OF THE UNIVERSITY OF TEXAS.  
ADOPTED FEB. 10TH, 1904

**CONSTITUTION.**  
**ARTICLE I.—NAME.**  
The name of this Society shall be the Co-Operative Society of the University of Texas.

**ARTICLE II.—OBJECT.**  
The object of this Society is to supply members of the University of Texas with books, stationery, athletic goods, and similar articles, at the lowest possible prices consistent with good business methods and the continued existence of the Society.

**ARTICLE III.—MEMBERSHIP.**  
The Co-Operative Society of the University of Texas shall consist of all persons actively connected with the main branch of the University of Texas at Austin as students or officers, who shall sign the Member Book of the Society and pay an entrance fee of \$1. Membership is subject to the following regulations:  
1. Membership can be acquired only between 15 September and 15 April.  
2. Membership expires automatically upon the 1 July next succeeding the acquisition of membership.  
3. Membership may be resigned at any time between 15 September and 10 June. The membership fee is returnable upon demand at the date of resignation of membership.  
4. Membership held at the time of the meeting shall entitle the holder to vote at the annual meeting of the Society in January (see article IV).  
5. Membership held till 10 June shall entitle the holder to participate in the annual rebate in accordance with the terms of Article XIII.  
6. Upon good cause membership may be canceled at any time by a two-thirds vote of the Board of Directors.

**ARTICLE IV.—MEETINGS.**  
There shall be an annual meeting of the Society at a convenient place in Austin on the third Wednesday in January, and the President of the Society shall preside at this meeting.  
At this meeting the members present shall elect the Directors in accordance with Articles V and VI.  
It shall be the duty of the President to call other meetings whenever petitioned to do so by one-tenth of the members of the Society. The Board of Directors shall have power to call other meetings as it shall see fit.

**ARTICLE V.—DIRECTORS.**  
The Board of Directors shall consist of the President of the University of Texas, ex-officio, and of eleven other persons, elected by the members as follows:  
One member of the Board of Regents of the University of Texas; one alumnus of the University of Texas; three members of the staff of instruction of the Main University; one from each of the Departments of Arts, Law, and Engineering; six students of the University who must also be members of the Society, two from each of the Departments of Arts, Law, and Engineering.

**ARTICLE VI.—TENURE OF OFFICE OF THE DIRECTORS.**  
Six student members of the Board of Directors shall be elected annually; the ex-officio members shall be elected triennially, one each year; the Regent and the Alumnus shall be elected biennially, one each year.

**ARTICLE VII.—DUTIES OF THE DIRECTORS.**  
The Board of Directors shall have all power necessary for the conduct and supervision of the business of the Society.  
The Board of Directors shall hold regular meetings, at least one meeting per year, and shall elect one of its student members Secretary for a term of one year. The Board shall meet at the call of the President of the Society or at the request of any three of its members. Five members shall constitute a quorum.  
The Board of Directors shall elect biennially in June a President and Treasurer for the Society, and shall fix the salaries of these officials. These salaries shall not be as large as corresponding services receive in ordinary business. Both President and Treasurer must be members of the staff of instruction of the Main University.  
The Board of Directors shall, at its discretion, make rules governing the conduct of the business of the Society.

These rules shall be in writing and shall be mandatory upon the President, Treasurer and clerks.

**ARTICLE VIII.—DUTIES OF THE SECRETARY.**  
It shall be the duty of the Secretary to make and preserve accurate and complete minutes of the meetings of the Society and of the Directors and to send out in advance suitable notices of such meetings.

**ARTICLE IX.—DUTIES OF THE PRESIDENT.**  
It shall be the duty of the President to supervise and manage all the details of the business, subject only to such rules as may be laid down from time to time by the Board of Directors; or by the Board of Regents of the University of Texas. It shall be his duty to see that the business is conducted along the proper lines, that a sufficient and accurate system of accounts is maintained, that the obligations of the Society are promptly met. It shall be his duty to exhibit and explain the accounts and to show the stock to any member of the Board of Directors upon demand. He shall explain the operations of the Society to the members at the January meeting, and shall be ready at all times to furnish written, and if need be, sworn, reports, giving the exact assets and liabilities of the Society. Any of the following bodies have full authority to ask for such a report, which is due within two weeks from the communication of the request to the President: The Board of Regents of the University of Texas, the President of the University, the Board of Directors, the Faculty of the University, any thirty members of the Society.  
It shall further be the duty of the President to send typewritten reports of the business, assets and liabilities of the Society to the Regents and Faculty of the University. This report shall be sent annually, and shall be similar to those published by other similar societies. The fiscal year shall be from August 1 to July 31.

**ARTICLE X.—DUTIES OF THE TREASURER.**  
It shall be the duty of the Treasurer to receive all moneys paid to the Society, to deposit the same in bank, to keep an accurate record of the daily cash balances, and to pay such bills as are allowed by the President. In the absence of the President, the Treasurer shall serve as President.

**ARTICLE XI.—THE GOVERNING COMMITTEE.**  
The President, Treasurer, and student members of the Board of Directors shall constitute a Governing Committee. This committee shall meet upon call of the President, and shall discuss with him the details of the business and the relation of the Society to the student body. The Governing Committee shall elect and dismiss the clerks employed in the business upon nomination or suggestion by the President.

**ARTICLE XII.—CLERKS.**  
Only meritorious students of the University shall be eligible for the clerkships of the Society. The compensation of the clerks shall be fixed by the President, subject to the approval of the Board of Directors.

**ARTICLE XIII.—REBATE.**  
The net profits of the Society during the year previous shall be estimated by the President about May 20, which estimate shall be communicated to the Board of Directors about the 6th of June. These net profits shall be added in part to the assets of the Society and in part shall be divided among the members in the form of a rebate. This division into two parts shall be determined from year to year by the Board of Directors, acting upon advice of the President.

The total amount set apart by the Directors as rebate shall be divided among the members (see Article III) in proportion to the amounts purchased by them during the periods of membership. This rebate is payable upon demand at the store of the Society after June 1, subject to appropriate regulations prescribed by the President. The entrance fee shall be returned along with the rebate.

**ARTICLE XIV.—DISPOSITION OF CAPITAL.**  
In case of the dissolution of the Society or of its cessation from business by voluntary act or otherwise, its net assets shall become the property of the University of Texas; the income thereof to be used to aid meritorious students through the University upon such terms as the Board of Regents may from time to time determine. It is expressly provided, however, that the fund thus created shall be turned over to any other co-operative society with similar purposes which the Regents may consider properly organized for the benefit of the members of the University of Texas.

**ARTICLE XV.—AMENDMENTS.**  
Any article of this constitution may be amended by a two-thirds vote of the members present and voting at the annual meeting or any special meeting of the Society called for that purpose.

Co-op. Society Constitution

March 18, 19, 1904

*Regent Chair's report on Auditing accounts and Uniform System of Accounting.*  
Austin, Texas, March 12, 1904.  
Gentlemen: By virtue of the authority conferred on me, as Chairman of the Auditing Committee, at your meeting held August 3-5, 1903, I retained Mr. W. W. Wiggins, as expert, to audit the books and accounts and recommend a uniform system of accounting, and instructed Mr. Wiggins to install the work by going back in the books for a starting point to the best recent date which might seem practicable.

March 18, 1904.

and to do the work with the greatest economy consistent with the character of the report to be made.

Mr Wiggins has been engaged in this work, on and on, from that time up to the 1st of the present month, and has devoted altogether in this service fifteen (15) days at Galveston and Austin, and fifty five days at San Antonio. In his report, submitted, together with a letter, dated March 1, 1904, which I attach hereto, he states that he has earned more time than he has charged for by far, but has creased up the whole of it to the number of days shown in his bill presented to me for approval.

When I retained Mr Wiggins he wrote me a letter agreeing to work at the sum of \$300 per month at San Antonio, and \$400 per month and traveling expenses whenever the work necessarily required his absence from San Antonio; and also that when the examinations required clerical help in checking that he would procure such help at not exceeding \$3.00 per day, to be paid by the University, and such expenditures would not be made unless absolutely needed.

From the account submitted to me, I find that he has charged for his own expenses the sum of \$45.50, and for help in checking and otherwise performing the service, the following amounts, to wit: Miss Ethel Coffey, eleven (11) days work at \$2.00 per day, \$22.00; to Mr Roland Springer, \$25.00; and Mr W. S. Ramsey, five nights at \$2.50 per night, \$12.50; total including Mr Wiggins' personal account, \$85.50. I have approved vouchers for these services, aggregating the sum of \$85.50, and have to ask that you make an appropriation to cover the same.

I attach hereto, in addition to the letter of Mr Wiggins submitting his report, a copy of the report itself, and have also furnished to each of the Regents a copy thereof, in order that the same may be fully digested and disposed of as the Board considers best. (Signed) Ben B. Cain, for Auditing Committee.

This report was received, and, according to its recommendation, the sum of \$85.50 was appropriated to pay the bill of expert accountant W. W. Wiggins.

The report of said Mr. W. W. Wiggins was not acted on, but was referred to Regents Henderson and Cain, for report next June, 1904; the same committee to which was referred (see p. 65) the matter of revising the rules and by-laws of the Board of Regents.

Report on Workshop by Regents Cain and Bryan. cc to the Chairman & Board of Regents: Gentlemen:

According to instructions given at your June meeting, 1903, we have investi-

March 18, 1904

gated matters pertaining to the management and operation of the Workshop, and they leave to report:

1st - That, since the beginning of our investigations, the President, as shown in his report at this meeting, has made some changes which have removed the cause of some complaint on the part of those heads of departments who most frequently find it necessary to make requisitions on the Workshop.

2. We have had Dr. W. V. Mather, of the School of Physics, to submit in concrete form certain requests that he wishes submitted to the Board of Regents in this connection, which are as follows:

AUSTIN, TEXAS, Mar. 19th, 1904 190

Regent Ben. B. Cain, The University of Texas.

Dr. Mather's request

Dear Sir:-

I take the liberty of submitting to you in concrete form my requests in relation to the Workshop presented to you verbally at the recent conference.

These requests are practically identical with those submitted to President Prather by Dr. Scott and myself save for the first and second items requesting the return of the machine portion of the Workshop to the jurisdiction of the School of Physics.

First, - That the machine tools and supplies that are now placed or to be placed in the North-west room in the Basement of the West-wing of the Main Building be put in charge of the School of Physics to constitute the "Workshop of the School of Physics" the Professor in charge of the School to be held responsible for the same and for the general management of the Workshop.

Second, - That the mechanic employed shall be known as the "Mechanical Assistant of the School of Physics" and during the year 1897 to 1901.

Third, - That the time of the mechanic employed shall be divided between the Schools of Physics and Electrical Engineering as shall be agreed upon by Drs. Scott and Mather, it being understood that while working for either of these Schools the mechanic shall be directed by the Professor in charge of the School in question in so far as the work undertaken is concerned.

Fourth, - That, in so far as is possible, essential work for other Schools or for the University at large that calls for the services of a machinist or electrician shall be done by the mechanic employed, the time required for the same to be taken from that allotted to the Schools of Physics and Electrical Engineering as agreed upon by Drs. Scott and Mather.

Fifth, - That no private work shall be done in the Workshop.

Sixth, - That Drs. Scott and Mather shall, at all times, have free access to the Workshop and the tools and supplies therein contained in order to work upon apparatus required for their respective Schools.

I have read this over with Dr. Scott and he states that it is perfectly satisfactory to him.

Respectfully submitted W. V. Mather

Exhibit A

In connection with the request of Dr. Mather, we have discussed the matters therein contained with Dr. Scott, of the School of Electrical Engineering, and are informed by Dr. Scott that, personally, he has no objection to the



March 18, 19, 1904

Changes suggested by Dr. Mather; and, in the main, Dr. Scott seems to regard the changes suggested by Dr. Mather as valuable to the School of Physics; but his opinion is that if the shop and the tools of the Mechanician are divided between the schools of Physics and Electrical Engineering that it is not best that the request incorporated in the 6th paragraph of Dr. Mather's letter should be granted in so far as it may involve the use of the tools and machines by the heads or sub-directors of the two schools. The reason given as to this view is that the tools and machinery are delicate and costly, and, if used by the heads of the two schools as well as by the subordinate Mechanician, the responsibility for breakage could not be definitely fixed.

Resolved that the metal working machinery, tools and supplies mentioned and set forth in a list attached hereto and named Exhibit B, are claimed to have been purchased with appropriations belonging to the School of Physics, as follows:

Amount appropriated of \$500 made in June, 1897	\$500.00
" " " \$500 " " Mar. 1898 (about)	400.00
" " " \$887.16 " " June, "	782.89
" " " 1,200.00 " " "	257.83
Gift of Mr. Brockmire	1,000.00
	<u>2,892.72</u>

It is claimed that, according to the best inventory the value of the mechanic tools purchased for the use of the School of Physics is as follows:

Metal working machinery	\$ 1547.22
Metal working tools	485.01
Metal working supplies	<u>120.00</u>
	2152.23

We have not verified this statement by an examination of the books, but assume it is correct. - We find that the metal working machinery and tools mentioned in Exhibit B, are now in a room to themselves and they are, with perhaps two or three exceptions, peculiarly adapted to the use of the School of Physics and Electrical Engineering, and as an adjunct to the School of Physics would be of considerable value. At present we think that these machines and tools may be made to serve both the school of Electrical Engineering and the School of Physics in the way suggested in Exhibit A. (Dr. Mather's letter above). In view of the fact that the metal working machinery and tools were originally purchased out of appropriations made to the school of Physics, and the shop room is most conveniently located to the school of Physics, and will be a valuable adjunct to that school, we recommended that the request of Dr. Mather attached hereto, as Exhibit A. (see above, p. 95) be granted. (Signed) Ben B. Cain, Beauregard Boyce, Committee.

Exhibit B, list of machinery and tools, is on file in the

Dr. Mather's request for the machinery to be granted

March 18, 19, 1904

Office of the Secretary of Board of Regents. - Reconsideration of Report Cain and Beauregard Boyce and report on Messerschoff was postponed till the June meeting of the Board.

Dr. A. B. Nichol - It was resolved that the sum of \$108 be and the same is hereby appropriated to pay the traveling expenses of Dr. A. B. Nichol from Montreal, Canada, to Galveston, Texas, and return, and that this appropriation shall be in lieu of a former appropriation, (see ante, p. 12) made in favor of said Nichol for the sum of \$95.60 made for the same purpose at the November meeting of this Board, and shall be changed to the contingent fund "Contingent Expenses".

J. P. Johnson - The following resolution was passed: "Resolved, that the action of the Board of Regents in accepting from J. P. Johnson and Walter Hyde, of Galveston, securities on the bond of J. P. Johnson, deceased, former President of the Medical College, the sum of fifty hundred and eighty dollars in full satisfaction of their liability, as such securities, to the University and to the State of Texas, be and the same is hereby approved and notified by the Board of Regents; and further, Resolved that the application of this fund recommended by the President to cover the deficiency in the laboratory of the School of Chemistry is hereby approved and said sum of \$680.00 is hereby appropriated to said laboratory. (See ante p. 63 for different arrangements.)"

The following resolution was adopted: "Resolved that the faculty of the Medical Department be and they are hereby authorized to retain from the Library Deposit of five dollars made annually by each student, the sum of one dollar each year to cover the estimated expenses of repairing and binding books and magazines, and of wear and tear to the library of said department, beginning with the session of 1904-5; and said sums so retained are hereby dedicated, set apart and appropriated permanently for said purposes."

The President reported to the Board of Regents that, Dr. Bismarck Ferguson having resigned the position of Demonstrator of Obstetrics and Gynecology, and that, upon the nomination of Dr. Payne in charge of this chair, the faculty had recommended to the President Dr. H. O. Sappington, who is now filling this vacancy by appointment, to be elected to this position, and recommended that the appointment of Dr. Sappington be ratified by the Board. On motion made and carried the Board declined to ratify this nomination, and postponed action thereon until the May meeting in Galveston.

Meeting Minutes - (1) A report by the President showed that \$1743.17 had been expended in adequately heating the Nurses' Home in Galveston, and that 425 sq. feet, in addition to the 1465 sq. ft. of radiating surface had been added, making a total of 1890 sq. ft. of radiating surface. Said heating system was completed Dec. 26, 1903; and the Nurses were removed from University Hall to the Nurses' Home Dec. 30, 1903.

\$15 for the laboratory

H. O. Sappington

Meeting Minutes

The President reported to the Board that the Comptroller had construed the appropriation bill (of the 25th Legislature) relating to the Medical Department to mean that all fees collected from students should be deducted from the \$48,000.00 of appropriation from the General Revenue for the support and maintenance of the Medical College, and that the balance remaining after such deduction would be subject to use for the support and maintenance of the Medical Department for each of the two years 1903-4 and 1904-5. The President further reported that he had an interview with the Attorney General and that the Attorney General did not approve of this construction; and that he, the President, had requested the Comptroller to submit the question to the Attorney General and request the reply of the Attorney General to him so that he might present this reply to the Regents during their meeting on March 18, 19, 1904. Subsequently, a report from the Attorney General's office was transmitted through the President to the Board, drawing that the Attorney General construes the clause of the appropriation bill relating to the Medical Department to mean that the Legislature appropriated for the support and maintenance of the Medical Department the sum of \$48,000.00 from the general revenue, and also all the fees collected from the students for each of the two years 1903-4 and 1904-5. A motion made and carried this action was approved.

It was ordered that the appointment of Miss M. M. Taylor as Assistant Clinical Instructor in Nursing, without salary, be and the same is hereby approved and ratified by the Board of Regents.

It was ordered that there be transferred from the balance, \$274.14 to the credit of contingent expense account the following sums to the accounts named to cover the overdrafts on said several accounts, in order that the same may be closed on the books of the Treasurer of the Medical College, to wit:

Transfer to Anatomy	\$166.23	\$ 274.14
" " Pharmacy	52.88	
" " Printing + Stationery	19.63	
" " Water	11.20	
Bal. to cr. Contingent Expense		\$ 249.94
		\$ 24.20

It was resolved, that hereafter, beginning with the year 1904-5, all collections for linensage or loss in the several laboratories of the Medical Department, be deposited in the same way as fees collected from students; and that each professor, in making his requests for annual appropriations for his laboratory, shall state 1st the amount required to restore broken or lost apparatus, and 2d, the amount required for the maintenance of such laboratory; and that the appropriation made shall be for the specific purposes named, and that no laboratory shall have

March 18, 19, 1904  
 Referred to 699

any special claim upon or preference to the funds collected for linensage or loss therein.

June 6, 1904.

Austin, Texas.

June 6, 1904.

At a meeting of the Board of Regents held at the Main University, at Austin the following were present: Regents, Brackenridge, Anderson, Gregory, Bryan, Cain, Brobning, Chapman.

The President stated to the Board that there were three members of the Law Class who had not complied with the requirements for the degree of Bachelor of Law, and were not therefore recommended by the Law Faculty for said degree, but who desired to submit the special facts in their respective cases to the Board. On motion made and carried it was resolved,

(1) That the Board declined to consider these petitions; (2) That the Board of Regents will only grant degrees to students of The University of Texas upon the recommendation of the proper Faculty, and that no appeal to this Board shall be allowed from the decision of the Faculty.

The President presented a report of the proceedings had at Galveston May the 30th, 1904, which, upon being read by him, was, upon motion of Regent Brackenridge, amended in as far as the designation of <sup>employee</sup> at University Hall is concerned, and thereupon adopted as the minutes of the Board of Regents, which report of proceedings, as amended, is as follows: (Exhibit 1.)

Galveston, Texas.  
 May 30th, 1904.

Proceedings at Galveston, May 30, 1904.

At a meeting of the Board of Regents, at Galveston, the following were present: Gen. H. Brackenridge, Beauregard Bryan, and W. Harry Smith, who constituted the whole of the Medical College Committee.

President's Report:

The President submitted his report showing that for the Session 1903-1904 there

Petitions of Law students rejected.  
 No appeal to Board from faculty for degree will be considered.

Proceedings at Galveston on May 30, 1904 amended and adopted.

3 Regents present.





June 1904

number of books and journals consulted and withdrawn from the library, during the Session, had been 2,227.

Library Fees:

That the Faculty had recommended that one dollar of the library deposit by each student be retained annually for the purpose of covering the cost of wear and tear of the books by use, rebinding the same. Binding the journals, which recommendation it was advised should be adopted.

Surriculum:

The following tabulation was shown of the amount of actual teaching done and of the distribution of the same in the different years:

	Total #hrs.	Lectures Rec.	Lab. hrs.	Clinics
First Year, -	963	346	617	
Second Year, -	1130	290	840	
Third Year, -	1125	424	432	264
Fourth Year, -	1445	460	203	782

That during the past session practical teaching in minor surgery had been increased, and the didactic teaching of physical diagnosis had been abandoned and the subject taught solely by practical instruction. That the first year was so crowded with minor subjects that there was not left sufficient time for the more important ones. That by changing Embryology to the first year and Bacteriology to the second year it had been made possible hereafter to devote all the junior and senior years to advanced work and Clinical subjects, while all of the fundamental subjects would hereafter be given in the first two years and more time for Clinical teaching would be given in the junior year.

That by rearrangement of the courses all of the fundamental subjects of the first two years were taught by laboratory methods except Pharmacology now given in the second year; and as soon as proper facilities for laboratory instruction can be had it is recommended that the laboratory demonstrations be given therein.

John Sealy Hospital:

The number of patients in the John Sealy Hospital was shown to have increased from

Library fees - \$1.00 given to library school.

Amount of funds - \$1.00

\* That at no time in history of students had been this crowded because the first

Teaching in various subjects of Medicine

Sealy Hospital

June 1904

2,375 in 1902 to 2,722 in 1903; showing an average daily number of 58 patients for 1902 and 88 for 1903. That said Hospital is most economically administered, as it costs only \$1.03 per day per patient, and after deducting the earnings of the hospital the net cost is only 76¢ per day, whereas the average cost in other well managed hospitals from which statistics could be obtained for comparison range from a minimum of \$1.40 to \$2.50 per day per each patient.

Legislation:

It was recommended by the President, at the suggestion of the Faculty, that the Legislature be urged to pass an additional Anatomical bill providing that all unclaimed bodies in the State may be used for anatomical purposes, under the direction of a State Anatomical Board.

New Laboratory Building:

In view of the fact that the Chemical and Pharmaceutical Laboratories have for years, as a matter of necessity, been located in the basement of the Medical College building, which basement is unsuited for such purposes, and was never intended, in the construction of the building, to be used for any other purpose than storage, and the further fact that the regulation of Galveston for the filling on account of the new sea wall, requires a filling around the basement to the height of two feet, and the fact, also, that there is no method known, without incurring great expense, whereby these laboratories can be ventilated and relieved from the unpleasant and noxious fumes and gases generated therein, which make them unwholesome and injurious to the health of the students, and injurious, also, to the equipment of the laboratories above to which these gases ascend, and for the reason that more room is demanded for the accommodation of the rapidly growing museums of Anatomy and Pathology, it is recommended that the next Legislature be urged to provide means for the erection of a laboratory building which will accommodate the laboratories of Chemistry, Pharmacy, Pathology, Anatomy and so forth, so that the museums of Pathology and Anatomy may be allowed

Anatomical bill

New Medical Laboratory Building

Legislation proposed for Laboratory Building



June, 1904

to occupy the laboratories now used by these chairs.  
 Salaries for Lectureships and  
 Demonstrators of Obstetrics &c.

The President announced that as soon as the necessary means could be provided therefor small salaries should be provided for the Lecturers in Otolaryngology, Ophthalmology, Nervous and Mental Diseases, Dermatology and Medical Jurisprudence, and for the Demonstrator of Obstetrics, ranging from \$100 to \$400 per annum, in view of the fact that it had been next to impossible to secure physicians who would render this service without any compensation.

Photomicrographic Apparatus:

The President recommended the purchase, for the general use of the Medical College, of a Photomicrographic Apparatus to cost not exceeding \$250, for illustrating lectures, giving instruction in the Chairs of Anatomy, Pathology, Histology, Biology, and Embryology, on account of its greatly increasing the effectiveness of such instruction.

It was moved and carried that all of the foregoing report and recommendations of the President be approved.

Resignation of Miss Fay:

The resignation of Miss Margaret G. Fay, Clinical Instructor in Nursing, to take effect May 31<sup>st</sup>, 1904, was presented by the President, and on motion the same was accepted; and upon the nomination of the President Miss M. M. Taylor was elected to fill said position at a salary of \$1,200 per annum, to begin June 1<sup>st</sup>, 1904. Miss S. S. Shackford was elected Assistant to Miss Taylor without salary.

The following resolution in regard to Miss Fay was adopted:

In accepting the resignation of Miss Margaret G. Fay who had so acceptably filled the position of Clinical Instructor of Nursing in the Medical Department of the University of Texas at Galveston, the Board of Regents desire to express and place on record their appreciation of the valuable services rendered by Miss Fay as an organizer, disciplinarian, and Instructor of Nurses. Quiet, dignified, energetic, and attentive to her duties, by her labors and tact she has commanded the respect and won the confidence of all; and the best wishes of the

Salaries for  
Lecturers and  
Demonstrators  
\$100 to \$400

\$250.00

Foregoing  
report and  
recommendations  
approved.

Resignation  
of Margaret  
G. Fay ac-  
cepted.  
Miss M. M.  
Taylor elected  
Clinical In-  
str. in Nursing  
at \$1200; and  
Miss S. S. Shackford  
elected her assist.  
at no salary

Resolutions  
about Miss  
Fay

June, 1904

Board attend her in her new field of labor.

The President presented the resignation of Mr. J. O. Kemp as Demonstrator of Pharmacy, to take effect on May 31<sup>st</sup>, 1904, which on motion was accepted and, on further motion made and carried, Mr. John E. Beckner was appointed Demonstrator of Pharmacy for the next Session at a salary of \$1,000 per annum, said appointment to take effect and begin September 1<sup>st</sup>, 1904. It was moved and carried that the Board be authorized and directed to transfer on his books the sum of \$69.45 from the Cadaver account to the Dissection Room account.

It was moved and carried that the following amounts be taken from the unexpended balances of the accounts named and appropriated to pay the expenses of raising the grade &c., around the Medical College property:

to wit:	Postage	\$50.00
	Fuel	\$204.08
	Alcohol	3.17
	Insurance	391.50
	Commencement Exerc.	25.00
	Salaries janitors	17.30
	<b>Total</b>	<b>\$631.05</b>

and that to said sum of \$631.05 there be added and appropriated the further sums of \$250.00 saved on the salary of J. O. Kemp, and \$33.33 saved on the April salary of 1903, of J. P. Johnson, aggregating \$914.38.\*

The estimated expenses necessary to be incurred on account of raising the grade were reported by the President to be as follows:

Removing 6" of soil from lawn Med. College.	\$60.00
" " " " " on West side, Univ. Hall	37.00
Cementing wall Med. Col. Bldg. 2' high above damp	50.00
Building "dry areas" about entrance to basement & in front of boilers,	43.43
Guttering & piping to carry water from roof away from doors to basement.	18.00
Raising curbing to grade.	285.00
Blank Posts & spikes for curbing N. End of	46.00
Raising Fraternity House,	375.00
<b>Total</b>	<b>\$914.43</b>

College repair fund to pay for cementing of \* It was moved and carried that the sum of \$250.00 be drawn from the fund around the entrance to the basement of the Medical College. \$250.00, and for building the dry areas around the entrance to the basement of the Medical College \$43.43, be subtracted from the sum of \$914.43.

Mr. J. O. Kemp as Demonstrator of Pharmacy, to take effect on May 31<sup>st</sup>, 1904, which on motion was accepted and, on further motion made and carried, Mr. John E. Beckner was appointed Demonstrator of Pharmacy for the next Session at a salary of \$1,000 per annum, said appointment to take effect and begin September 1<sup>st</sup>, 1904.

\$69.45

\$250.00 + \$33.33 = \$283.33

Estimated expenses making grade, \$914.43

\*

The President presented the following Budget for the Session of 1904-1905 which was, on motion, approved:

Salaries of Teachers & Employees:

Budget for 1904-05.

William L. Prather, President,	\$1,666.66
H.S. Parter, Deau,	500.00
James E. Thompson, Professor Surgery,	3,000.00
Wm Keidler, Professor Anatomy,	3,000.00
J. H. McLaughlin, Professor Practice,	3,000.00
H. S. Parter, Professor Physiology,	3,000.00
J. T. U. Caine, Professor Obstetrics,	3,000.00
E. E. Thayer, Professor Pathology,	3,000.00
Edward Randall, Professor Medica, Materia.	2,500.00
Seth M. Morris, Professor Chemistry,	2,500.00
R. R. D. Flint, Professor Pharmacy,	2,500.00
M. Charlotte Schaeffer, Lect. & Dem. Biology,	1,500.00
Gynn S. Milburn, Demonstrator Chemistry,	1,200.00
H. J. Aynesworth, Dem. Anatomy,	1,200.00
J. J. Farrell, Dem. Pathology,	1,200.00
Oscar H. Claut, Dem. Physiology,	1,200.00
Hallace Rouse, Dem. Clinical Medicine,	1,200.00
John S. Buckner, Dem. Pharmacy,	1,000.00
H. R. Sudgeon, Dem. Surgery,	600.00
M. M. Taylor, Plin. Inst. Nursing,	1,200.00
Florence Magrenat, Librarian,	600.00
Thos. H. Golaw, Provost,	1,500.00
Michael Little, Eng. & Mechanics,	1,000.00
John Parson, Janitor,	480.00
Henry Muller, Janitor,	480.00
August Albert, Resurrector,	480.00
Janitor,	480.00
<u>Total,</u>	<u>\$42,986.66</u>

Laboratories:

Pathology	\$710.00
Histology	348.00
Practice	400.00
Chemistry	500.00
Physiology	550.00
Pharmacy	800.00
Anatomy, - Equip. & Maint.,	500.00
Dissection Room	500.00
Surgery,	250.00
Obstetrics,	150.00
Therapeutics	150.00
<u>Total</u>	<u>\$46,230.00</u>

Budget for 1904-5

Current Expenses:

Catalogues,	\$425.00
Printing & Stationary,	125.00
Fuel,	400.00
Alcohol,	85.00
Gas,	400.00
Telephone,	60.00
Torrels,	50.00
Postage,	200.00
Water,	200.00
Insurance,	543.75
Advertising,	150.00
Medical College Repairs,	500.00
University Hall Repairs,	250.00
Comm. Exercises,	100.00
Contingent Expenses,	500.00
Shop,	100.00
Library,	1,000.00
Photomicrographic Apparatus,	250.00
<u>Total</u>	<u>\$5,338.75</u>

University Hall:

Salary of Mrs. M. C. Carpenter Asst. Supt.	\$900.00
" " Janitor	360.00
Salaries of Servants	360.00
Electric Light,	200.00
Fuel,	255.00
Water,	75.00
Laundry,	100.00
Contingent Expenses,	150.00
<u>Total,</u>	<u>\$2,400.00</u>
Isabella H. Brackenridge Scholarship,	\$200.00

Estimated Receipts for 1904-5

Estimated Receipts for 1904-05-

Appropriated by 28th Legislature,	\$48,006.66
Estimated Fees from students,	6,190.00
I. H. Brackenridge Scholarship,	210.00
Estimated Breakage Receipts,	450.00
Available Fund balance, Aug. 31st, 1904	1,790.52
<u>Total</u>	<u>\$56,647.18</u>

Estimated Expenditures for 1904-5

Estimated Expenditures: 1904-5.

Salaries,	\$42,986.66
Current Expenses,	5,338.75
Laboratories,	4,623.00
Univ. Hall Expenses,	2,400.00
I. H. Brackenridge Scholarship,	200.00
<u>Total</u>	<u>\$55,548.41</u>
Reserve	\$1,059.43



Graduates  
Medical Dept.  
Page.

The President reported the following list of graduates in the Schools of Medicine, Pharmacy and Nursing, who had successfully completed the courses prescribed and were recommended for graduation by the Faculty, and asked that the same be approved, which, on motion made and carried, was done, to wit:

- Graduates in Medicine:  
 Horace Taylor Ayresworth,  
 Sam Mason Briscoe,  
 Alfred Alexander Chapman,  
 Roland Chapman Connor,  
 Marion Edward Purdie,  
 Franklin Jennings Nelson, Jr.,  
 James Benjamin Granville, Jr.,  
 William Preston Harrison,  
 Frederick Andrew Haggard,  
 Atmar Stelle Holley,  
 Mark Eugene Lott,  
 Joseph Allen Mayes,  
 Joseph Fair Moore,  
 George Cary Nix,  
 Miss Claudia Potter,  
 Ira Ethelbert Pritchett,  
 William John Lewis Roberts,  
 Thomas Richard Sealy,  
 Claude Abner Searcy,  
 Philip James Shaver,  
 Foster Downs Sims,  
 Charles Spiller,  
 Paul Randolph Stalnaker.

- Graduates in Pharmacy:  
 John Clark Buckner,  
 Frank Travis Glasscock,  
 Carl Glissman,  
 Ludolph Heiligbrodt,  
 Arthur Burdette Johnson,  
 Joseph Frederick Jung,  
 Merrill Frank Mack,  
 Joseph Henry McSain,  
 Ernest Stubbs Morris,  
 Robert Mathew Stone,  
 Edwin Frederick Vickrick.

23-

11

June, 1904

Graduates in Nursing:

- Antoinette Alschier,  
 Ellen Louise Brient,  
 Sadie Francis Fournall, (Cornwall),  
 Mary Lee Dudley,  
 Eddie Adelyn Hart,  
 Anna Linnea Ingeborg Huitze,  
 Luana Medora Miner,  
 Sarah Young.

Thereupon adjournment was had."

Report made  
amount to in-  
vest the \$3,500  
donated by  
Fed. of Women's  
Clubs, in the  
last issue of  
San Antonio School  
Bonds, 249

On motion made and carried Chairman Brack-  
enridge was instructed to invest the \$3,500,  
donated by the Federation of Women's Clubs to  
endorse a scholarship in the University of Texas,  
in the last issue of San Antonio School Bonds,  
bearing 4% interest per annum.

The President submitted his report as follows:

I herewith submit a tabular statement showing the  
attendance at the University for the past 21 years:

Tabular Statement for last 21 yrs.

Years	Uead. & Eng. Dept.		Law		Med. Dept.		Gtals		Sum. Schs.	Sum. Schs.	Grand Totals
	Men	Women	Men	Women	Men	Women	Men	Women			
1883-84	111	58	52				163	58	221		221
1884-85	101	52	56				157	52	209		209
1885-86	100	39	60				160	39	199		199
1886-87	118	54	73				191	54	245		245
1887-88	132	45	73				205	45	250		250
1888-89	143	44	91				234	44	278		278
1889-90	179	51	79				358	51	309		309
1890-91	153	54	76				329	54	383		383
1891-92	199	103	92				385	103	388		388
1892-93	173	78	77	35			275	78	352		353
1893-94	171	76	108	137			406	76	482		482
1894-95	213	116	118	180	3		511	119	630		630
1895-96	214	124	144	242	6		600	130	730		730
1896-97	250	123	143	208	37		601	150	751		751
1897-98	252	141	145	234	25		631	166	797		797
1898-99	264	173	157	178	38		599	201	800	106	806
1899-1900	299	180	169	181	41		649	221	870	82	1041
1900-1901	383	234	206	167	35		756	249	1005	49	1121
1901-1902	436	262	166	217	38		819	290	1109	116	1300
1902-1903	409	338	185	236	38		820	366	1186	127	1348
1903-1904	388	263	186	220	35		774	218	1012	128	1185





School	Year	Enrolled	all courses	in courses	in courses	in courses	in courses	in courses	in courses	in courses	in courses	in courses	in courses	in courses	in courses	in courses	in courses	in courses	in courses
Physics	1899	83	9	61	22	65	0	0	0	0	0	0	0	0	0	0	0	0	0
	1900	81	15	64	17	63	0	0	0	0	0	0	0	0	0	0	0	0	0
	1901	175	19	150	25	136	1	1	3	2	1	1	1	1	1	1	1	1	1
	1902	143	28	107	36	104	1	1	3	1	0	0	0	0	0	0	0	0	0
	1903	154	72	120	34	112	1	1	2	3	0	0	0	0	0	0	0	0	0
Political Science	1899	153	121	140	13	180	0	0	5	5	3	1	2	0	10	6	1	0	17
	1900	192	152	178	14	219	0	0	5	4	3	0	3	3	11	7	2	0	15
	1901	500	152	176	24	195	0	0	5	3	5	3	1	2	16	5	2	1	17
	1902	203	143	167	36	220	0	0	5	4	4	2	6	5	15	11	2	1	21
	1903	153	74	98	55	126	0	0	4	4	3	3	4	4	11	11	2	1	20
See below	1899	55	0	31	24	48	1	1	4	4	1	0	1	1	7	6	1	0	17
	1900	67	0	43	24	54	1	1	4	3	2	1	1	1	8	6	1	0	16
	1901	71	0	44	27	60	1	1	2	2	2	2	1	1	7	6	1	0	15
	1902	90	0	56	34	80	1	1	5	3	0	0	1	1	7	5	1	0	14
	1903	92	0	60	32	82	1	1	6	5	0	0	0	0	7	6	1	0	16
Zoology	1899	51	36	69	12	275	0	0	1	1	0	0	4	4	5	5	2	7	3 1/2
	1900	105	80	65	40	260	0	0	3	5	0	0	5	5	8	8	2	3	6 1/2
	1901	109	32	79	28	328	0	0	5	5	0	0	6	6	11	11	2	3	10 1/2
	1902	81	0	40	41	73	1	1	2	2	1	1	6	6	10	10	2	3	12 1/2
	1903	70	0	32	38	54	3	3	1	1	0	0	6	6	10	10	2	4	17 1/2
Law	1899	532	532	242	250	169													
	1900	708	708	348	360	206													
	1901	726	726	376	350	164													
	1902	825	825	400	425	185													
	1903	835	835	420	415	188													
Civil Engineering	1899	92	92	42	50	40	2	2	4	4	2	2	0	0	8	8	2	0	18
	1900	142	142	68	74	56	2	2	4	4	2	2	0	0	8	8	2	0	18
	1901	232	232	114	118	98	2	2	4	4	2	2	0	0	8	8	2	1	18
	1902	242	242	125	137	126	2	2	3	3	2	2	1	1	8	8	3	2	18
	1903	323	323	147	176	153	2	2	2	2	2	2	2	2	8	8	3	5	25
Electrical Engineering	1899	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	1900	129	0	99	29	106	1	1	3	2	0	0	1	1	5	5	1	1	18
	1901	142	0	99	43	122	1	1	5	5	1	0	0	0	7	7	1	1	25
	1902	172	0	123	50	157	1	1	6	6	0	0	1	1	8	8	2	0	27
	1903	220	0	159	61	194	1	1	5	4	0	0	1	1	7	6	2	0	29
Mining Eng.	1904	241	0	179	62	212	1	1	5	4	0	0	1	1	7	6	2	1	29

\* In computing the number of students the full course is taken as the unit. A full course has three recitation—or lecture—hours a week for an entire scholastic year; three laboratory hours are regarded as equivalent to one recitation—or lecture—hour as in agreement with the faculty regulations. To illustrate: 60 students in a one-third course are reckoned as 20 students; 60 students in a one-and-one-third course are reckoned as 80 students, etc. The purpose is to indicate, on a uniform and convenient basis, the amount of instruction given in the different Schools as nearly as may be. This does not apply to the column headed number of individual students, which is the item of least significance.

Two and two-thirds in place of two-thirds. † Two and one-third in place of one-third.

June, 1904

The President further submitted to the Board the following tabular statement showing the cost of the several schools for the past five years, giving the gross amount of salaries paid in each school for five years, and the amount average salaries paid in each; and also the gross cost of equipment of schools and laboratories for five years, and the average cost per annum per school as follows:

School	Total Sal. 1899-1904	Avg. Annual Salaries	Total Cost Equipm. 1899-1904	Avg. Annual Cost Equipm.
Botany	3110.00		3843.85	768.77
Chemistry	15,550.00		9000.00	1800.00
Civil Engg.	28,775.00		3075.00	615.00
English	23,600.00		1000.00	200.00
Ec. Engg.	35,900.00		500.00	100.00
Educational	2,500.00		1100.00	220.00
French	24,525.00		1004.30	200.86
Geology	16,225.00		2250.00	450.00
Greek	15,500.00		400.00	80.00
History	4,998.00		643.05	128.61
Latin	26,875.00		675.00	135.00
Political Science	19,625.00		500.00	100.00
Math.	15,900.25		100.00	20.00
Oratory	32,016.55		50.00	10.00
Physics	11,250.00		9835.50	1967.10
Philosophy	21,550.00		1350.00	270.00
Romance Lang.	15,615.65		500.00	100.00
Sanskrit Lang.	7,920.00		200.00	40.00
Zoology	7,400.00		4122.30	824.46
Law Dept.	23,900.00		2831.75	566.35
Law Library	62,450.00		1,250.00	250.00
Music Dept.	12,370.00			
Out-door Athletics	7,600.00			
Girls Dept.	1,200.00			
Institute Office	4,500.00		4675.12	935.02
Postoffice	20,375.60		3913.80	782.76
Registrar's	19,589.00		2040.00	408.00
Sand Dept.	10,200.00		1479.17	295.83
Dean of Women	7,315.85		760.00	152.00
Care Buildings	6,200.00		200.00	40.00
Baker House	10,000.00		898.10	179.62
Clinton Bldg.	4,490.60		136.00	27.20
Campus	600.00		659.00	131.80
Workshop	3,280.00		1345.98	269.19
Patrol	6,729.90			
<b>Totals</b>	<b>454,106.65</b>	<b>109,821.33</b>	<b>59,644.20</b>	<b>11,928.84</b>

Statement of the permanent improvements and past five years: (see next page-114)

Equipment and  
Perman. improve-  
ment last year

West Wing.  
University Hall.  
Chemical Laboratory Building.  
Fire Proof Vault.  
Boiler House.  
Main Building.  
Women's Building.  
Engineering Building.  
Seat Improvement of Buildings.  
Repair of Buildings.  
Water System.  
Campus.  
Athletic Field.  
New Gymnasium.  
Lido Gymnasium.  
Office Furniture & Equipment.

Equipment and Perman. Improvements, 1899-1904.	Annual Average per Annum next Improvements, 1899-1904.
950.775	192.155
304.1775	60.8355
2520.00	504.00
2200.00	440.00
3000.00	600.00
3202.65	640.53
951.9995	190.3999
5174.900	1034.980
1108.60	221.72
4433.30	886.66
825.125	165.025
5910.45	1182.09
3143.25	628.65
1800.00	360.00
1608.75	321.75
2155.00	431.00
<b>2262.9770</b>	<b>452.5954</b>

Conclusions from the foregoing statements it will be observed that during the past five years there has been expended in salaries the aggregate sum of \$549,106.65, or an average of \$109,821.33 per annum for each of said five years. It also appears from the above statements that the aggregate amount expended during said five years in equipping schools, laboratories etc has been \$59,644.20, or an average of \$11,928.84 per annum. This is independent of the fees received for laboratory expenses, inasmuch as such fees were regarded rather as representing what was consumed annually in such laboratories.

It further appears from the above that, during said five years, there has been expended in permanent improvement of the buildings and grounds of the University the aggregate sum of \$226,297.70, or an average of \$45,259.54 per annum. If, to the average annual amount expended for permanent improvement (\$45,259.54) there be added the annual average amount expended for equipping the schools, laboratories etc. (\$11,928.84), we find that, during the past five years, there has been spent in the permanent improvement of the buildings and grounds of the University and in the equipment of the schools, laboratories, offices, etc., an average sum of \$57,188.38 for each of said years.

Budget for 1904-5  
The \$50,000 recommended by the Governor

Budget for 1904-5.  
The embarrassing situation occasioned by the fact that the Governor has not yet positively decided whether, under the agreement made with the Board, he would allow the Board to use

June, 1904

The \$50,000 appropriated by the Legislature, has made it exceedingly difficult to prepare a budget for the coming year. After canvassing the situation in every possible way, I can see no solution of the problem unless the Governor will renounce his intention not to withhold the sum already appropriated by the Legislature. The nearness of the Engineering Building to completion and the possibility of using it for next session, so as to carry forward the work in Electrical Engineering, and, at the same time, relieve the overcrowded condition of the Main Building and increase the efficiency of the University's teaching, all seem to point to the wisdom of the Governor's yielding his consent to the use of this fund. Indeed, it appears to be absolutely necessary that this shall be done in order that the University may continue its work, I have therefore, prepared and herewith submit a budget which contemplates the use of said \$50,000; and, after the same has been examined and approved by the Board, I recommend that they go in a body to see the Governor and have a definite understanding, if possible, with him in regard to this matter. There is but one item which can well be omitted, and that is the \$15,600 for the new power house and stack; and I am advised that it is possible, by placing upon the present coal shed near is another boiler, and placing a forced draft in the present stack, we might get through, <sup>in winter</sup> if mild, so far as heating the buildings is concerned. This arrangement, however, would require that the Engineering Building be connected by tunnel with the present power house, and that a tunnel should be reconstructed connecting University Hall with the present power house (with which it is now disconnected), and these would be needless, except possibly for the material in them, when a new power house is built. The old stack, which had its top blown off in the storm of 1900, is not only an unsightly object on the campus, but is wholly inadequate to serve in its present condition, the requirements of the present plant. Besides, the present power house is unfortunately located upon high ground, and requires that pumps be installed therein to pump back the water accumulating in the pipes from the condensed steam from the different buildings, which is a continuing expense, whereas, if the power house was located on the low ground in the north east corner of the campus, the water would flow back to the power house by gravitation. For the amount named in the budget a new and adequate power house, with a stack six feet in inner diameter, can be constructed and all connections be made therewith of the present buildings; and such new power house and stack, if constructed according to the plans proposed, would meet all requirements probably for twenty years to come.

Budget can contemplate the use of \$50,000 withheld by the Governor.  
can possibly omit \$15,100 for new power house & stack.

Old stack unsightly and inadequate.

If power house located on low ground.

New power house recommended to be built during the summer. If not, then boiler and forced draft for old stack.

I therefore recommend that, if the money can be had, this permanent improvement be made during the summer, so that we may not be left without heat at the beginning of the cold season as happened the last winter. If this cannot be done, then I recommend that steps be immediately taken to install another boiler, of adequate capacity, at the present power house, and also that provision be made for the forced draft necessary to supplement the power of the present stack.



June 1904

Budget for 1904-5, for the Board of Regents, was adopted by them and is as follows—  
Main University.

Budget for 1904-5.

Salaries:	
President,	
Wm. L. Prather, . . . . .	\$3,333.34.
Prof. Pure Mathematics,	
Milton B. Porter, . . . . .	2,500.00.
Prof. Zoology,	
Thos. H. Montgomery, Jr., . . . . .	3,000.00.
Prof. Civil Engineering,	
Thomas W. Taylor, . . . . .	2,500.00.
Prof. History,	
George P. Garrison, . . . . .	2,500.00.
Prof. Latin,	
Edwin W. Fay, . . . . .	3,000.00.
Prof. Geology,	
Frederic W. Simonds . . . . .	2,500.00.
Prof. English,	
Morgan Callaway . . . . .	2,500.00.
Prof. Greek,	
Wm. J. Battle . . . . .	2,500.00.
Prof. Education,	
Wm. S. Sutton . . . . .	2,500.00.
Prof. Law,	
Clarence H. Miller, . . . . .	3,000.00.
Prof. Law,	
John C. Townes, . . . . .	3,000.00.
Prof. Law,	
Wm. S. Simkins, . . . . .	3,000.00.
Prof. Law,	
B. D. Tarlton . . . . .	3,000.00.
Dean of Law School,	
Clarence H. Miller, . . . . .	500.00.
Prof. Philosophy & Deed,	
Sidney E. Mezes . . . . .	3,000.00.
Prof. Chemistry,	
Henry W. Harper . . . . .	2,500.00.
Prof. Electrical Engineering,	
Arthur C. Scott . . . . .	2,500.00.
Asso. Prof. Physics,	
Wm. T. Mather . . . . .	2,500.00.
Asso. Prof. Botany,	
Wm. L. Bray . . . . .	2,500.00.
Asso. Prof. Mathematics & Asty.	
Henry Y. Benedict . . . . .	2,400.00.
Asso. Prof. Germanic Languages,	
Sylvester Primer, . . . . .	2,000.00.
Asso. Prof. Oratory,	
Edwin D. Shurter, . . . . .	2,250.00.
Asso. Prof. Education,	
A. Caswell Ellis, . . . . .	2,250.00.
Adj. Prof. Chemistry,	
James R. Bailey . . . . .	2,000.00.
Adj. Prof. Spanish,	
Lillia M. Casis . . . . .	1,800.00.
147 Adj. Prof. Polit. Science or Inst.	1,800.00.
Instructor Civil Engineering,	
Edward C. H. Bantel . . . . .	1,800.00.
Instructor Pol. Science & Law,	
Chas. H. Huberich . . . . .	2,000.00.
Instructor History,	
Herbert E. Bolton . . . . .	1,600.00.
Instructor Chemistry,	
Eugene P. Schoch, . . . . .	1,800.00.
Instructor English,	
Killis Campbell . . . . .	1,600.00.
Instructor English,	
A. G. Reed, . . . . .	1,200.00.
Instructor English,	
Henry D. Gray . . . . .	1,200.00.
Instructor English,	
Raymond D. Miller . . . . .	1,000.00.
Instructor English,	
Reganold H. Griffith, . . . . .	1,000.00.
Instructor French,	
E. J. Villavaso . . . . .	1,500.00.
Instructor Latin & Greek,	
Daniel A. Penick, . . . . .	1,500.00.
	\$85,033.34.

June 1904

Budget for 1904-5  
Main Univ.  
Continued.

Amount brought forward . . . . .	\$85,033.34.
Instructor Political Science,	
E. T. Miller, . . . . .	1,200.00.
Instructor Pure Mathematics,	
Chas. D. Rice . . . . .	1,500.00.
Instructor Geology, Min'ogy & Min.	
Ben. F. Hill, . . . . .	1,200.00.
Instructor Drawing,	
George A. Endress . . . . .	1,200.00.
Instructor Philosophy,	
Warner Fite . . . . .	1,200.00.
Instructor Zoology,	
Augusta Rucker, . . . . .	1,200.00.
Instructor History,	
Eugene C. Barker, . . . . .	1,200.00.
Instructor German,	
Frederick O. Schub, . . . . .	900.00.
Instructor German, . . . . .	1,200.00.
Jessie Andrews, . . . . .	1,200.00.
Instructor Physics,	
John M. Kuehne, . . . . .	1,000.00.
Instructor Physics,	
Lulu Bailey, . . . . .	900.00.
Instructor Botany,	
A. M. Ferguson, . . . . .	1,000.00.
Instructor Latin,	
Roberta Lavender, . . . . .	900.00.
Instructor Elect. Engineering,	
	900.00.
Tutor Spanish,	
Alice Hubbard . . . . .	720.00.
Tutor Pure Mathematics,	
Mary E. Decherd . . . . .	600.00.
Tutor Mathematics,	
Florsnce P. Lewis . . . . .	600.00.
Tutor Education,	
John R. Swenson . . . . .	600.00.
Tutor Drawing, Engineering,	
H. D. Mendenhall, . . . . .	250.00.
Tutor Geology,	
Alex. Deussen . . . . .	300.00.
Tutor & Storekeeper, Chemistry,	
B. L. Glascock, . . . . .	400.00.
Fellow History,	
Ethel Rather, . . . . .	200.00.
Fellow History,	
Mattie Austin . . . . .	200.00.
Fellow History,	
J. L. Worley, . . . . .	200.00.
Fellow Education,	
J. F. Johnson . . . . .	200.00.
Fellow Latin & Greek,	
L. H. Bromberg, . . . . .	200.00.
Fellow Zoology,	
Annie H. Pritchett, . . . . .	200.00.
Fellow Chemistry,	
R. C. Pantermuehle, . . . . .	200.00.
Fellow Spanish,	
W. F. Buckley . . . . .	200.00.
Fellow Botany,	
Julia Estill, . . . . .	200.00.
Fellow Botany,	
John W. Curd, . . . . .	200.00.
Student Asst. Zoology,	
Barney Brooks . . . . .	120.00.
Student Asst. Zoology,	
Harvey B. Mathews . . . . .	120.00.
Student Asst. Zoology,	
	120.00.
Student Asst. Oratory,	
	120.00.
Student Asst. L. French,	
Lewis B. Bibb . . . . .	120.00.
Student Asst. English,	
	120.00.
Student Asst. Civil Engineering,	
Wm. J. Powell . . . . .	120.00.
Student Asst. Civil Engineering,	
W. W. Vann, . . . . .	120.00.
2	\$104,963.34.

June, 1904

Budget for 1904-5, Main University continued.

Amount brought forward . . . . .	\$104,963.34.
Student Asst. Civil Engineering, L. G. Robertson . . . . .	120.00.
Student Asst. Civil Engineering, J. E. Mitchell, . . . . .	120.00.
Student Asst. Education, Harriett Smither, . . . . .	120.00.
Quiz-master in Law, W. P. McGinnis, . . . . .	400.00.
Quizmaster in Law, David A. Frank, . . . . .	400.00.
Quiz-master in Law, J. G. Logue . . . . .	400.00.
Dean of Women, Helen M. Kirby, . . . . .	1,500.00.
Gymnasium Director, F. Homer Curtis . . . . .	1,500.00.
Assistant Gymnasium Director, John P. Howser, . . . . .	300.00.
Student Assistants, Gymnasium, George W. Briggs, } J. H. Jacoby, }	
Instructor Physical Culture, Louise R. Wright, . . . . .	1,000.00.
Musical Director, . . . . .	300.00.
Librarian, Phineas L. Windsor, . . . . .	2,000.00.
First Assistant Librarian, Estelle Montelin, . . . . .	900.00.
Second Assistant Librarian, . . . . .	600.00.
Cataloguer, Nellie Hall . . . . .	720.00.
Day Law Librarian, P. G. Soper, . . . . .	200.00.
Night Law Librarian, A. D. Robertson . . . . .	200.00.
President's Stenographer & Secty. . . . .	1,200.00.
Law Stenographer, . . . . .	240.00.
Land Agent, R. E. L. Saner, . . . . .	1,500.00.
Registrar, Wilson Williams . . . . .	1,500.00.
Asst. to Registrar, . . . . .	600.00.
Book-keeper, Chas. B. Winn . . . . .	1,500.00.
Assistant Book-keeper, . . . . .	900.00.
Director Outdoor Athletics, Ralph F. Hutchinson . . . . .	1,200.00.
Proctor, James B. Clark, . . . . .	2,500.00.
Mechanical Assistant, L. H. Gruber, . . . . .	900.00.
Carpenter, Ernst Hoffmann, . . . . .	900.00.
Caretaker of Campus, H. B. Beck, . . . . .	720.00.
Messenger Boy, . . . . .	180.00.
Elevator Boy, . . . . .	135.00.
Engineer, John Dalton . . . . .	900.00.
2 Firemen (6 mos. at \$40. each) . . . . .	480.00.
Night Watchman, J. H. Harrison, . . . . .	480.00.
5 Janitors at \$480.00 each . . . . .	2,400.00.
	\$133,978.34.

June, 1904

Budget for 1904-5, Main University, continued.

Schools & Laboratories:

School of Botany . . . . .	\$-800.00.
School of Chemistry, . . . . .	1,800.00.
Electro-Chemistry, equipment . . . . .	1,200.00.
School of Civil Engineering, . . . . .	800.00.
School of Greek, . . . . .	250.00.
School of Geology, . . . . .	500.00.
School of History, . . . . .	200.00.
School of Latin, . . . . .	250.00.
School of Mines, . . . . .	200.00.
School of Mathematics, . . . . .	100.00.
School of Oratory, . . . . .	25.00.
School of Spanish & French . . . . .	200.00.
School of Political Science, . . . . .	500.00.
School of Psychology . . . . .	500.00.
School of Education, . . . . .	100.00.
School of Physics, . . . . .	1,450.00.
School of Teutonic Languages . . . . .	200.00.
School of Zoology, . . . . .	800.00.
	\$8,675.00.

General Expenses:

Library, . . . . .	2,500.00.
Law Library, . . . . .	500.00.
Advertising, . . . . .	1,000.00.
Printing . . . . .	800.00.
Record . . . . .	300.00.
Board of Regents . . . . .	1,530.00.
Continent Expenses, . . . . .	1,500.00.
Repair of Buildings, . . . . .	1,000.00.
Improvement of Buildings . . . . .	1,000.00.
Campus . . . . .	2,000.00.
Stationery & Postage . . . . .	1,200.00.
Furniture & Office Equipment . . . . .	1,000.00.
Power House Tools & Supplies . . . . .	300.00.
Land Agent's Expenses, . . . . .	500.00.
President's Traveling Expenses . . . . .	500.00.
Affiliated Schools . . . . .	800.00.
Commencement . . . . .	750.00.
Fuel . . . . .	3,000.00.
Water, . . . . .	1,200.00.
	\$21,500.00.



June, 1904

Budget for 1904-5, Main University, continued.

Amount brought forward . . . . .	\$21,350.00.	
Summer School, . . . . .	2,000.00.	
Telephones . . . . .	120.00.	
Catalogues . . . . .	750.00.	
Ladies Room, . . . . .	250.00.	
Men's Gymnasium, . . . . .	300.00.	
Women's Gymnasium, . . . . .	250.00.	
University Publications, . . . . .	500.00.	
Cactus . . . . .	150.00.	
Texan, . . . . .	75.00.	
Metal Library Cases, . . . . .	607.00.	
State Historical Association . . . . .	100.00.	
Hand Book, . . . . .	500.00.	
Athletic Field . . . . .	750.00.	
Matting, . . . . .	250.00.	
Gas, . . . . .	750.00.	\$28,702.00.

Special Appropriations:

Engineering Building:		
To complete building, \$20,398.00.		
Equipment, balance . . . . .	19,739.05.	
Architects Fees, . . . . .	2,200.41.	\$42,337.46.
Power House, . . . . .	15,600.00.	
Auditorium Roof, . . . . .	1,450.00.	
Painting & Repairing Buildings . . . . .	3,500.00.	
Fire Protection, water columns . . . . .	1,415.00.	
Crematory, . . . . .	500.00.	
Connections (sewer pipe etc.) with Boiler House . . . . .	2,500.00.	\$67,302.46.

Summary:

Salaries . . . . .	\$133,978.34.	
Schools & Laboratories . . . . .	9,675.00.	
General Expenses . . . . .	28,702.00.	
Special Appropriations . . . . .	67,302.46.	
Unappropriated Balance . . . . .	626.04.	\$240,285.84.

Income 1904-5.

State Appropriation, . . . . .	\$125,000.00.	
Land Leases, . . . . .	74,918.84.	
Interest on State Bonds, . . . . .	31,365.00.	
Interest on Land Sales . . . . .	2,000.00.	
Matriculation Fees . . . . .	7,000.00.	\$240,285.84.

June, 1904

Engineering Building.

The committee on Buildings and Grounds, after receiving bids thereon, let the heating, plumbing and wiring contracts for the Engineering Building, as follows: -

Heating said building	\$ 4,785.00
Plumbing " "	2,125.00
Wiring " "	1,680.20
	<u>8,590.20</u>

This was independent of the lamps and freight thereon which were necessary to be provided for said building and which were not included in the bids for lighting because a better price could be obtained directly from the manufacturers than to purchase them through an intermediary. The price for these lamps and for the freight thereon is \$779.04, which amount added to the heating, lighting and plumbing contracts above makes the aggregate sum of \$9,369.24 as the total cost for lamps, heating, lighting, and plumbing said engineering building. For this purpose the Board, at its last meeting, made an appropriation based upon the estimate of the cost of heating, lighting and plumbing, of \$7,500. There must, therefore, be required an additional appropriation to cover the actual cost of \$1,869.24, which it is recommended the Board shall make.

There were several small matters in connection with the engineering building, such as advertising for bids, testing for the foundations, advertising for bids for heating, lighting, plumbing, etc., the exact amounts for which have not been ascertained as all the bills have not come in, but it is estimated that the sum of \$232.76 which is designated as contingencies in connection with said engineering building, will cover them, and it is recommended that this sum, or as much thereof as may be necessary, be appropriated therefor.

It was moved and carried that the further sum of \$1,869.24, in addition to the \$7,500 heretofore appropriated, be appropriated to cover the cost of heating, lighting and plumbing the engineering building; and that the sum of \$1749.75 be appropriated as part payment of architects fees on engineering building; and that the further sum of \$232.76, or so much thereof as may be necessary, be appropriated for contingencies in connection with said engineering building.

A motion was made and carried that the sum of \$10,353.95 be appropriated from the funds of 1903-4 for partially equipping the engineering building.

It was moved and carried that the sum of \$300.00 be appropriated for paying the salary of Mrs. Neil Brothers for May, June, July, August, 1904; and that the sum of \$150.00 be appropriated to pay the salary of Miss Bertha Moore for the months of June, July, August, 1904.

It was further moved and carried that the book-keepers be authorized to charge the water and light bills of the Woman's Building, now unpaid, aggregating the sum of \$335.00 to the appropriation for water and light heretofore made for the Main University.

The President reported that, on account of the inadequacy of the force in the Proctor's office, it had been necessary to employ an Assistant

Lamps and freight not included in bid \$8,590.20 above.  
For lamps and freight \$779.04  
Total \$9,369.24

Other small matters

\$232.76 for contingencies for engineering building

\$1,869.24 approp. in addition to the \$7,500 heretofore appropriated for heating, lighting and plumbing the engineering building

\$1749.75 part of architect fees on Engineering Building

\$300 for Equip. Eng. Bldg.

\$300 for Mrs. Neil Brothers and \$150.00 for Bertha Moore

Deficit of Woman's Building for water and light \$335.00

JUNE 1904

Assist. Book-keeper, which had been done after conference with Keeper. App. The Chairman of the Board, and that it would be necessary to provide for the salary of such assistant bookkeeper @ \$75.00 per month from April 25 to August 31, 1904, the sum of \$315.00. It was moved and carried that said amount be appropriated for the purpose named.

Auditor - W. N. Higgins Report. "After a careful reading and consideration of the report of W. N. Higgins, I believe his suggestions are good in so far as they relate to the appointment of an Auditor and a bookkeeper for the University; and I recommend that an Auditor be appointed at a salary of \$2,000 and a bookkeeper at a salary of \$900 per annum. Auditor of the University.

Deposit Warrant System; probably unwise. "The deposit warrant system suggested on p. 5 of said Report would probably be unwise for the University inasmuch as it is liable to prove cumbersome and cause dissatisfaction, as each student is required to pay a matriculation fee, a library fee, a library deposit, and a fee in each of the laboratories in which he works, which would make it necessary for the student to secure from three to seven deposit warrants before the Auditor would be authorized to matriculate him. Instead of this deposit warrant system, the Auditor should be authorized to matriculate students upon their presentation of the Dean's permit, the reverse side of which shows the courses taken and the fees to be paid, proper receipts, of course, being given to the students to be filed with the heads of the various schools, covering the fees to be paid.

University Hall and the Auditor. "Under the head of 'New system for University Hall and Woman's Building', p. 12, the duties of the Auditor and his relation to these two halls are not sufficiently defined. Under the system now prevailing, the Treasurer is simply the banker for these two halls, and the management of the Halls is ostensibly, but not really, under the direct supervision of the President with no intermediate and actual supervision between the President and these in charge of these Halls. The relations between the Auditor and the business affairs of these two Halls is so closely connected, as an intermediate officer, that he should have full authority to exercise his judgment as to the practical management of the business affairs of these Halls and the expenditures made for the same; that the Steward of University Hall and the Housekeeper of the Woman's Building should be under his jurisdiction and required to furnish such reports as will enable him to keep the proper records from which reliable reports may be made to the President, monthly, as to the financial condition of each. All bids for supplies and expenditures out of the ordinary routine should be submitted to the Auditor so that he may have a general, unbroken knowledge of the business affairs of the Halls. It is essential

JUNE 1904

that the Auditor should have this information to properly direct the business affairs in the event of a change at any time in the Steward or Housekeeper. Especially is this true of University Hall which is almost entirely under student management.

present defective and unsatisfactory system. "Under this head, no plan has been suggested covering the present defective and unsatisfactory system. As the nature of this work is quite different from that of any commercial system, it is suggested that only by conference with the authorities of Universities a satisfactory system may be determined on.

Voucher check system. "Voucher check system, p. 14. The plan suggested here is not believed to be ~~the most~~ <sup>the most</sup> ~~practical~~ <sup>practical</sup>. The University has no jurisdiction over the clerical force of the Comptroller's Department, and for it to be dependent on that force for a valuable part of its records, with no recourse for carelessness or negligence on their part, would entail endless work in trying to get the proper records for the Auditor's office, to say nothing of not being able to answer letters of inquiry about accounts further than to state that they have been filed with the Comptroller. The University issues vouchers against three different appropriations. If these vouchers are given out to the parties in whose favor they are drawn, there would be danger of the Comptroller's Department charging said vouchers against available funds which should be paid out of general revenue, thus confusing the accounts although the vouchers might be plainly marked as to what fund they are to be paid out of. In the past, considerable trouble has been realized on account of the Comptroller's office trying to dictate what fund a certain class of expenditures should be paid from. It is believed that it will be necessary for the University to collect all vouchers from the State either by separate warrants, or in bulk, and remit for same by check. This latter plan it is believed will prove most practical in securing prompt payment of bills, which is greatly to be desired.

Another serious objection to giving out approved vouchers to the parties in whose favor they are drawn is that if a voucher is lost and a duplicate is demanded and issued, there is no check against preventing the original from being collected. As the Comptroller's office does not make its to the University monthly statements as to the vouchers paid by them, the University would have no way of verifying its books with the Comptroller's books as to outstanding vouchers issued by it but not paid by the Comptroller.

Office Room: p. 17. "The work of the office is greatly retarded in account of the crowded condition thereof and not more than one person is able to transact business therein at a time. If the Engineering Building becomes available next session, in the reassignment of the room ~~now~~ <sup>now</sup> ~~unavailable~~ <sup>unavailable</sup> vacated in the Main Building, an eye should be

present

Voucher check system

University collect vouchers and remit by check

objection to giving out approved vouchers

Office Room



Administration had to securing adequate and convenient quarters for the administrative offices of the University.

Land Records & Auditor.

"The Report does not touch on land records, which should be in the Auditor's office; nor upon the manner in which scholarships and cash prizes should be paid."

"I would suggest that the general scope of the Auditor's duties should be made broad enough to cover all business contingencies that may arise, and that he be given authority to call for such reports and data from the various sources that may be necessary in order to conduct properly the affairs of his office."

I further suggest that the Auditor be elected for a term of two years, and that he be required to give an adequate bond and to be sworn in as a public officer. That he shall keep properly, account for and receive all moneys coming into his hands, and that he shall faithfully perform all duties which are now or may hereafter be required of him by any regulation, direction or order of the President or Board of Regents.

Duties of the Proctor to be defined.

Proctor. "Inasmuch as the Board of Regents, at its meeting in June, 1903, elected the Proctor for a term of two years, from that date, it will become necessary, in order to put in force the foregoing suggestions in regard to an Auditor, to define clearly the duties of such Auditor, and also to separate such duties from those of the Proctor, and I recommend that this be done by the Board."

Functions of Regents and President.

In order that responsibilities may be rightly fixed, misunderstandings avoided, unity of effort secured, and efficiency promoted in all the work of the University, I recommend the adoption of the following declaration by the Board of Regents:-

For the purpose of better defining the relations of the Board of Regents and the President of the University, it is hereby declared that the functions of the Board are legislative and not executive; and it shall be the duty of said Board to secure, as far as possible, the needed revenues for the University and to determine the ways in which such revenues shall be applied, and to map out the policy of the University; but it must, of necessity, leave the execution of such policy to its executive agents.

The President of the University is the chief executive and responsible agent of the Board of Regents, and as such he shall have constant watch over and care over all University interests.

Board of Regents & President.

Functions of President.

He shall be ready to recommend suitable persons for positions and to fill vacancies in the faculty and, in case of urgency, shall fill a vacancy till the next meeting of the Regents, so that the work of the University shall not be interrupted. He shall see that all members of the faculty and instruction force, and all employees of the University are competent and well spirited, and he is to hold all to the exact and full discharge of their duties; and if, in his judgment, the necessity arises, he shall initiate steps for a change of such instructions on employees. He shall attend the meetings of the Regents and take part in the discussion of matters under consideration. He shall follow the directions given by the Regents in any particular matter; but it is neither possible nor desirable for the Regents to direct most of the details of executive action; and the President is expected to act with perfect freedom within the lines laid down by the Regents.

The President shall be the executive head of the University, and a member of each faculty thereof. It shall be his duty to secure efficiency in all the Departments, and orderly and economical administration and healthful development in all the affairs of the University. He is clothed with all authority needful to that end, and for his acts is answerable to the Board of Regents alone.

\$50,000 reserved out of budget, till the Governor acts.

It was moved and carried that, out of the budget adopted by the Board and recorded on pages 116-120 ante, the President be instructed to reserve \$50,000 for an expenditure until the Governor shall indicate his willingness to release said amount hereof appropriated by the Legislature for the necessary uses of the University.

Graduates for 1903-4

The President presented the following list of graduates to the Board, recommended by the faculty as having completed all the requirements of the University, approved for the several degrees named, and asked that the degrees be conferred upon them in accordance with the recommendation of the faculty. It was also asked that the degree of Bachelor of Laws be conferred upon Joseph Marshall Eskridge and John H. Moore upon John Harvey Moore in absentia, on account of the serious illness of Mr Eskridge, and the serious illness of a child of Mr Moore.

Eskridge, John H. Moore upon John Harvey Moore in absentia.

It was also recommended that the degree of Bachelor of Science be conferred upon Charles Herman Winsler in absentia on account of the necessary absence of Mr Winsler in St. Louis, Mo., in charge of the Forestry exhibit from the University of Texas at the St. Louis Exposition. Said list of graduates, with the degrees which they respectively received is as follows:-

Bachelor of Laws.

- Moore, John H.
- Adams, Sidney
- Boiley, Edward Hugh

- Bandin, Hugh
- Barsbery, Keitt
- Beasley, John Richard, B.S.

1903-4

- Bickler, Harry Pitt
- Blair, Alfred Blainwright, B.S.
- Blair, Charles Francis
- Booth, Belle, Dr. Good
- Branberg, Henri Louis B.A.
- Brown, Leon Dancy
- Burkitt, George William Jr. B.A.
- Brown, Luke Killough
- Camp, Walter Nunnallee
- Cook, William Alexander
- Dobson, Allen Dickerson
- Dumbell, Zorabam
- Eschridge, Joseph Marshall, B.S.
- Ferguson, Martha Rose
- Fisher, Samuel William
- Frazier, Abigail Marvoo, A.A.
- Gardner, Ed Cyril
- Hall, Thomas Shadrach
- Hambler, William Perry
- Hamilton, Dexter
- Hancock, John William
- Hutchitt, Joseph Boyd
- Henderson, Francis Lee
- Horseshell, Andrew Walter
- Johnson, Lewis
- Judd, Nathan Barnes, B.S.
- Koberg, Marcellus, B.S.
- Klingemann, David Otto
- Lacy, A. Blodson, B.A.
- White, Boyd Carl
- Wilkes, George Pleasant
- Wright, George Spencer

- Locke, Eugene Perry
- Logue, John Gibson
- Luten, Jesse Perkins, B.A.
- McCarthy, Milburn Presley, B.A.
- McGinnis, William Preston
- McJarris, Ernest Emory, B.S.
- Milliken, Thomas Gillespie, B.A.
- Moffett, Francis Glover, B.S.
- Moore, John Harvey
- Neathery, Samuel, B.S.
- Oliver, Charles Sanders
- Phelps, Louis Charles
- Platt, John Arthur
- Prance, Howard Bennett
- Rachising, Leon Carl
- Reynolds, John Albert
- Robertson, Hugh Reid
- Rosenberg, John Conrad
- Ross, George
- Seaver, Lettie Shepard
- Sergeant, George William
- Sennell, Roy Edwin
- Simpkins, Donald
- Tatum, Francis Minor Jr.
- Templeton, Robert Henry
- Tennell, Chester Hunter
- Thrasher, Kyrie
- Trappett, Horace Crook
- Turner, Harvey Allan
- Ussner, Herman
- Watson, Rembert Gary
- Young, William Franklin 70

Civil Engineers

- Martin, William Franklin
- Shawnes, John Percy
- Washington, Walter Owen
- Wickline, George Grover 4

Bachelor of Literature

- Brite, May
- Bode, Minnie Laura
- Blageth, Edith Jennie
- Buller, Irma Shelton
- Curtisinger, Ivan Johnson
- Harrison, Alice
- Littman, Maymie Edna
- Megee, Alice Novella
- Rouse, Nora Kate
- Ray, Addie May
- Ray, Jessie Bertha

1903-4

Bachelor of Lit. continued

- Sappington, Lucy May
- Sinclair, John Lang
- Summerfield, Nellie Chesworth
- Weller, Lloyd William 15

Bachelor of Science

- American, Frank Henry Ludwig Johnson, James Finis
- Archer, Virginia
- Armstrong, Thomas Jefferson
- Balchert, Mera
- Chambership, Albert Sylvanus
- Coxley, William Francis
- Cropper, Joseph Milton
- Deer, Israel
- Evans, James Franklin
- Gard, John William
- Edill, Amanda Julia
- Gamble, Jesse Franklin
- Glascock, Bennie Leon
- Griffith, Susannah Gertrude
- Haffner, Rejiah
- Hesser, John Paul
- Judge, Leola Elizabeth
- Lumpkin, Forrest Edward
- Michael, Charles William
- Osman, Mary Eschridge
- Ricker, Robert Augustus
- Robertson, Luke Ivater
- Simpson, James Albert
- Strawder, Allen Pinesway
- Thomas, Winifred
- Weisberg, Alexander Francis
- Wilson, Katie
- Winder, Charles Herman
- Witt, Lucy Ferguson
- Wright, William Odie 8

Bachelor of Arts

- Anderson, Edna Juanita
- Asby, Stanley Royal
- Bartholomew, Flora McClure
- Baskett, George Tennell
- Batson, Laura Lorraine
- Branberg, Louis Nathaniel
- Campbell, Thomas Duncan
- Clement, William Woodward
- Etteridge, Myrtle
- Golden, John Roscoe
- Jenkins, Kate Battle
- Jones, Mary Pearl
- McBarrick, Robert Earl
- McCommunen, Cecile
- Marshall, Newton Jasper
- Morgan, Gladys Eleanor
- Newton, Lewis William
- Olephint, Ethel
- Patty, Mary Katherine
- Robinson, James Lee Jr.
- Roy, Jessie Bertha see B. Litt.
- Williamson, John Wesley
- Worley, John Lewis
- Wright, Evelyn Bell 23

Master of Science

- Ernest Anderson, Thesis: The Plant Societies of The Austin Quadrangle.
- Alicia Morrison Bowman, B.S., Thesis: The Genitive of The Possessor in German.
- Alexander Danson, B.S., Thesis: The Beginnings of The Texas Railroad System.
- Jesse Francis McWendon, B.S., Thesis: The Anatomy and embryology of The central Nervous system of The scorpion.
- Richard Charlemaigne Panterman, Thesis: An investigation of some New Amib Oxirres.
- Annie Holmes Smith, B.S., Thesis: Observations on The Sense of Spiders.





Cases for that thirty cases for contains in the exhibit of Texas Minerals at St. Louis, had been manufactured for the University of the University of Texas under the supervision of the Carpenter, the Texas World's Fair Commission paying for all material therein and extra labor thereon, the University only furnishing the Superintendent for the work and having for the purpose to construct it; that these cases, which cost in the aggregate \$2,586.00, were, at the close of the exhibition to be returned to and become the property of the University of Texas. That there had also been manufactured in the same way for the Texas Forestry exhibit at the World's Fair a case costing \$57.68, for which the World's Fair Commission furnished the material and labor, and which, at the close of the exhibition is to be returned to and become the property of the University of Texas.

The letter of Sidney D. Loomis, Esq., of Fort Worth, recommending that the degree of Bachelor of Law be conferred on James Manning Newsome, Newsome died May 1, 1904, was referred by the Board to the faculty for such action as they may deem proper to take.

The application of Superintendent H. L. Tiner, of the State Institute for the Blind, that a scholarship be granted by the University of Texas to J. H. Franklin of said institution, who, in June 1900, made the highest grade in his class, and also that scholarships be granted to those members of the graduating class of said institution for the present year who have made precisely the same grade, was referred to the faculty for such action and recommendation as they may see proper to make.

The resignation of Miss M. B. Smith as 2d Assistant Librarian, to take effect August 1, 1904, was presented to and accepted by the Board.

The petition of Kimmison Brothers to be allowed to execute and deliver a surety bond to be in force for six months in lieu of the ten per cent of the contract price withheld by the Board for said firm to secure the performance of their contract for installing a steam heating system in the Engineering building, was, on motion made and carried, refused.

The petition of Hugh Bordin, Manager of the Lectures to the Board of Regents, to take one hundred and fifty copies at \$1.50 per copy was refused, and it was ordered that only one hundred copies thereof be taken at \$1.50 per copy.

The petition of the Committee on Education from the Texas Federation of Women's Clubs, to wit: Mrs. Bonnie Branch Stone, Mrs. Lillie Powell Shaver, Mrs. Lillie Powell McLeod, asking that Domestic Science may be incorporated in the curriculum of the University, was presented by the President and duly considered; and it was resolved that the President be instructed to notify said committee that it is not deemed practicable by the Board at

Federation of Women's Clubs on Domestic Science in the University

June, 1904

Regent Brackenridge tendered his resignation as Chairman of the Board of Regents and requested that the same be accepted. It was moved and carried that said resignation be accepted, and that Regent T. B. Henderson be elected Chairman of the Board to fill the unexpired term of Regent Brackenridge.

It was further moved and carried the Regent Geo. W. Bryan be elected Vice Chairman of the Board to fill the unexpired term of Regent Henderson as Vice Chairman.

Chairman Henderson presented the following list of standing of the Board: to wit -

- Executive Committee, Henderson, Gregory, Brackenridge.
- Auditing " Bryan, ~~Smith~~, Cain
- Finance " Gregory, Smith, Chapman.
- Complaints, Grievances, Instructors: Cain, Brackenridge, Chapman.
- Land Committee, Brackenridge, Bryan, Henderson.
- Legislation Committee, Brackenridge, ~~Henderson~~, Bryan, Cain.
- Buildings & Grounds, Brackenridge, Gregory, ~~Henderson~~, Cain.
- Medical Department - Smith, Brackenridge, Bryan.

The matter of the change in or derogation of the agreement between the fraternities in the University and the faculty and regents was referred to the President and Faculty of the University with power to act.

The petition of the M. W. C. A. for room 31 and of Mrs. Helen M. Kirby for room 32 in the Main Building was referred to the President and Faculty with power to act.

The recommendations from the School of Education, that said school be enlarged into a department, and that 1500 scholarships be established therein to be filled by appointment by members of the Legislature, were, in substance, approved; and Prof. Sutton and Ellis were instructed to prepare and submit a plan therefor, with the view of incorporating the same in the next report of the Board of Regents to the Governor and Legislature.

The matter of appointing an Inspector of the High Schools of affiliated and seeking affiliation with the University of Texas was left upon the suggestion that Regent Gregory present a resolution relating thereto.

It was resolved that the Legislative Committee be instructed to prepare a bill (for the next Legislature) appointing graduates in the departments of Law and Medicine, receiving the degrees of Bachelor of Law and Doctor of Medicine from examination before the State Boards.

It was ordered that copies of the minutes of the present meeting be sent to each member of the Board of Regents; and that, hereafter, the minutes of the proceedings of the Regents for each day be read on the morning of the succeeding day. Ordered that the salary of the President's stenographer be raised to \$1,200 per annum beginning Sept. 1, 1904. (Signed by Pres. T. B. Henderson)

Bill to ex-empt Law and Med. graduates from exam. Copies of these minutes to be sent to each member of Board. Minutes filed in accordance with resolution.



It was ordered, in regard of the University Workshop, that the same shall remain in charge of Professor Scott; that Mr. Comber, as Mechanician, shall be directly in charge of the metal work under the general supervision of Prof. Scott; that he (Comber) shall work in the machine shop all the time while on duty, which shall be six days in each week except holidays; that said machine shop shall be open for work between the hours of 8 a.m. and 5 p.m. each working day; that the time of said Mechanician shall be as opportunities as to give four days of the week to the school of Physics and two days of the week to the Department of Engineering for the year 1904-5; that during the time said Mechanician is working for the school of Physics, he shall be subject to the direction of the Professor of Physics, and during the remainder of his time he shall be subject to the direction of the professor of Electrical Engineering; that he shall keep an accurate account of all apparatus made and of all material used in connection therewith; that no work other than strictly University work shall be done by said Mechanician; that, should other schools in the University desire to have work done in the machine shop, such schools shall be accommodated as far as possible; and, if necessity demands it, the Professor of Engineering may engage an assistant, where he may discharge it will, to assist under the direction of the Mechanician, the actual cost of the time of such assistant and of all material used being paid for by the school for which such work is done, - and such school shall also pay its proportional part of the contingent operating expenses and repairs of the shop; that each school desiring work done in the shop shall accompany its order with an adequate sketch, list of dimensions &c, so as to show precisely what is wanted; that all orders shall be given to the Mechanician through the Professor of Electrical Engineering, except when he is working for the School of Physics, when such orders shall be given through the Professor of Physics; that the responsibility for the tools, machinery and supplies of the workshop shall rest with the Professor of Electrical Engineering, and an accurate account shall be kept of all material and supplies used in connection with any work done; that all supplies, tools, machines, &c shall be ordered only through the Professor of Electrical Engineering, in order that accurate reports may be compiled, who shall render quarterly to the President reports of all work done, together with the cost of material and power; that the machines, tools, and all metal working material and supplies now in the machine shop, or which may hereafter be purchased for the same, shall remain and be regarded as the property of the University, and shall be devoted to the manufacture of apparatus, and shall not become part of the equipment of a machine shop for student instruction; and that all of the foregoing provisions and stipulations are made subject to any emergency which may occur that may necessitate the use of shop and the employment of the time of the Mechanician in meeting an urgent need of the University, of which emergency the President shall be the judge.

That keys to the machine shop shall be held by professors Mather and Scott and the Mechanician;

June, 1904

Rules about Workshop.

That a key to the store-room of the machine shop shall be had only by the Mechanician, who shall be responsible to Dr. Scott for all supplies therein; that a bench shall be constructed in the machine shop at which emergency work may be done by professors Mather and Scott, provided there shall be no interference by either with the work of the Mechanician.

Woman's Building rules about.

At an adjourned meeting of the Board held at the Driskill Hotel, at 7 p.m., June 9, 1904, for the purpose of considering the management of the Woman's Building for the ensuing year, at which were present Regents Henderson, Chairman, J. W. Bowerman, J. W. Gregory, Ben B. Blair, H. H. Chapman, the following action was taken: - It was expressed as the sense of the Board that the regulations adopted at the Galveston meeting, held August 3, 1903 (see ante p.p. 58, 59, 60) from 2 to 9 inclusive, should be reaffirmed and put in force for the coming year. It was, on motion, Resolved:

Resolutions from 2 to 9 inclusive of p. 59, 60 shall govern.

For whom Building open.

1. That the Building should be open for regular occupancy only to students of the University, and to the necessary officers and employees therein and thereof who are engaged in service at said building.

Meals, cost of to guests, and Public entertainments at.

2. That all meals served to guests shall be paid for in advance, or at the time, at the rate of 50 cts per meal; -  
3. That the charges for any public entertainment given at the Woman's Building shall be subject to approval of the President; -

Rent of rooms.

4. That the rent of the rooms shall be payable in advance; and shall be, for single rooms, \$4.00 per month; and for double rooms, without closets, \$6 per month, and for double rooms, with closets, \$8.00 per month;

Mrs. Bannister re-elected her salary.

5. That Mrs. Neil Bannister be re-elected as lady manager of the Woman's Building for the year 1904-5, at a salary of \$900 per annum, and that she be allowed room and table board in said building for herself and her two small children during the session of 1904-5 while the building shall be open for student occupancy;

Miss Moore re-elected her salary.

6. And that Miss Bertha E. Moore be re-elected housekeeper of the Woman's Building for the year 1904-5 at a salary of \$720 per annum, and that she be allowed a room and table board therein while said Building is open for student occupancy.

Protermitics, Bushongday.

At the request of the Society the Board conferred on them full power to act in the matter of the asking or soliciting by the fraternities of students to join the several organizations in the University of Texas.

Sep. 26, 1904

Sep. 26, 1904, Austin, Texas.

At a meeting of the Board of Regents, held this day, regents Henderson, Blackwelder, Smith, Gregory, Bonyon were present.

The reading of the minutes of the last meeting was dispensed with.

The President of the University read to the Board the following report. It was received and approved, and the appropriations therein recommended were made by the Board:

Since the last meeting of the Board, resignations have occurred and vacancies have been filled as follows:

Resignations.

Miss Agnes Estelle Montelin, First Asst. Librarian, resigned to take effect September 1st, 1904.

Instructor A. G. Reed, School of English, resigned to take effect September 1st, 1904.

R. C. Pantermuehl, Fellow in Chemistry, resigned his Fellowship for the session of 1904-5.

Lewis B. Bibb, Student Assistant in French, resigned his Student Assistantship for the session of 1904-5.

W. P. McGinnis, Law Quizmaster, resigned his quizmastership for the session 1904-5.

J. P. Logue, Law Quizmaster, resigned his quizmastership for the session 1904-5.

Vacancies Filled.

Dr. Samuel J. Peterson, of the University of N. Dakota, was appointed Adjunct Professor of Political Science for the year 1904-5, at a salary of \$1800.00 for the year.

Mr. B. E. Kenyon was appointed Instructor in Electrical Engineering for the year 1904-5, at a salary of \$900.00 for the year.

Miss Mary E. Dunham was appointed First Asst. Librarian, in place of Miss Agnes Estelle Montelin, resigned, for the year 1904-5, at a salary of \$900.00 for the year.

Miss Willie Davis was appointed Second Asst. Librarian, in place of Miss Minnie Belle Smith, resigned, for the year 1904-5, at a salary of \$600.00 for the year.

Mr. E. E. McInnis was appointed Stenographer for the President for the year 1904-5, at a salary of \$1200.00 for the year.

Mr. W. L. Cook was appointed Asst. Registrar for the year 1904-5, at a salary of \$600.00 for the year, and was allowed three hours a week for recitations in Political Science.

*Secretary*

Sep. 26, 1904

Mr. Ernest Anderson was appointed Fellow in Chemistry in place of Mr. R. C. Pantermuehl, for the session 1904-5, at a salary of \$200.00 for the session.

Miss May Jarvis was appointed Student Assistant in Zoology, for the Session 1904-5, at a salary of \$120.00 for the session.

Mr. E. B. Griffin was appointed Student Assistant in Oratory, for the session 1904-5, at a salary of \$120.00 for the session.

Mr. A. B. Cox was appointed Student Assistant in English, for the session 1904-5, at a salary of \$120.00 for the session.

Mr. M. H. Benson was appointed quizmaster in the Law Department, in place of Mr. W. P. McGinnis, resigned, for the session 1904-5, at a salary of \$400.00.

Mr. Milburn McCarty was appointed Quizmaster in the Law Department in place of Mr. J. G. Logue, resigned, for the session 1904-5, at a salary of \$400.00.

Mr. R. J. Thorne was appointed Law Stenographer for the session 1904-5, at a salary of \$240.00.

Mr. M. Milby was appointed Assistant Bookkeeper, at a salary of \$900.00 per annum.

Homer Nitschke was appointed Messenger Boy for the year 1904-5 at a salary of \$180.00 for the year.

Mr. Alex Deussen, who was tendered the position of Tutor in Geology for the session 1904-5, at a salary of \$300.00, was unwilling to accept same, and, as the Professor of Geology was anxious to retain him, he agreed that \$200.00 of his appropriation for the year 1904-5 (\$500.00) should be taken and added to the \$300.00 offered Mr. Deussen, making his salary \$500.00, which, upon consideration, I approved, and Mr. Deussen, upon being so notified, accepted the tutorship at said salary of \$500.00. However, the subsequent resignation of Instructor A. G. Reed of the School of English, and the agreement of Mr. H. W. Hill, engaged for the first term of the session of 1904-5 as a substitute for Mr. Reed during his leave of absence for the said first term, to accept a salary of \$1000.00 for the session 1904-5 in case his services should prove entirely satisfactory during the <sup>said</sup> first term for which he had been engaged, offers an opportunity to save \$200.00 on the salary originally appropriated for Mr. Reed. I therefore think it best that this \$200.00 should be applied to supplement the original salary of \$300.00 given to Mr. Alex Deussen as Tutor in Geology, instead of taking \$200.00 from the appropriation of the School of Geology, and would recommend that the Board make this arrangement in the matter of the salaries of Mr. H. W. Hill, (in lieu of Mr. Reed), and Mr. Deussen.

*Salary \$500*

*H. W. Hill*

*W. L. Cook*



Sept. 26, 1904

The position of Director of Musical Organizations of the University is left vacant, and as there is some doubt as to the wisdom of filling this place I would ask that the matter be left open for the time being.

No one has been appointed to fill the place of Mr. Lewis B. Bibb, resigned, as Student Assistant in French for the year 1904-5.

Judge Yancey Lewis' Salary.

In view of the action of the Board at its last meeting in accepting the resignation of Judge Yancey Lewis, Dean of the Law Department and Professor of Law, to take effect September 15th, it will be necessary to make an appropriation of \$125.00 to pay his salary for the first half of the month of September, 1904.

Janitors.

Ernst Nelson, Head Janitor, in consideration of services rendered for eleven years past and of his increased efficiency during that time, asks that his salary be raised. I would recommend that he be given for the year 1904-5 a salary of \$500.00 as Head Janitor instead of \$480.00 as heretofore.

In view of the occupancy of the Engineering Building, it will be necessary to employ an extra janitor there, and Gus Brodin, who for several years was janitor in the Main University, and is believed to be a man well qualified for the place, is recommended for appointment for the year 1904-5 at a salary of \$480.00.

Improvements made and cost of same

since last meeting of the Board.

9 ft. cement walk from Guadalupe street to west entrance Main Building, charged to campus fund-----\$ 720.00

Grading for cement walk around Engineering Building, University Hall, and on east side of Main Building, and building new 16 ft. roadway from speedway to Boiler House, charged to campus fund-----1142.55

Changing steps and cementing in front of same at east end of Main Building, and cementing foundations to correspond with steps and approach at west end, charged to improvement of buildings----- 270.00  
 Cementing 495 ft. foundation extra @ 10¢ (\$49.50) & cutting & filling walls \$8.00----- 57.30  
 New floors in study rooms for young women-----\$130.00  
 Kalsmining same----- 46.50  
 New floor in toilet room for same----- 6.60  
 Plumbing fixtures for same----- 187.00  
 Partition and doors for toilet room----- 37.00  
 Disconnecting and connecting radiators----- 6.00  
 Total, charged to improvement of buildings-----\$496.10----- 496.10

Furnishing study rooms for young women:  
 9 study tables, 3x6 ft., felt covers, @ \$5.50-----\$ 49.50  
 9 Smyrna rugs, 9x12 ft., @ \$22.22----- 200.00  
 Total, charged to Ladies' Room----- 249.00----- 249.00

4 doz. Vienna chairs, rubber tips, @ \$27.60, for study rooms for young women, charged to furniture and fixtures----- 110.40

Removing and rebuilding wooden partitions for Dean's Office, charged to improvement of buildings----- 26.37  
 Two 4" metal partitions complete and cutting door in wall to new Regents' room, Physics and old Regents' room, charged to improvement of buildings----- 222.60

Sept 26, 1904

Making frame and door for new Regents' room, railing and wainscoting in President's Stenographer's and Auditor's offices, charged to improvement of buildings----- 149.00

Building counters for Auditor and Bookkeeper's office and iron railing for same, and placing basin therein, charged to improvement of buildings----- 150.50

Changing chandeliers to new Regents' room and connecting same, charged to improvement of buildings----- 2.00

130 yards of linoleum for floor of new Regents' room, @ \$1.50, charged to furniture and fixtures----- 195.00

A contract has been let by the Proctor, under my instructions, for patching plastering at University Hall----- 31.00

Also for painting and varnishing at University Hall of all wood, iron, and tin work. On the inside of the building all the doors, door frames, wainscoting, and base-boards are to be varnished one coat, and all floors are to be painted two coats. On the outside of the building all the wood, iron, and tin work is to receive two coats. This painting and varnishing has been charged temporarily to account painting and repairing buildings, and will cost-----1206.00

Extras on Engineering Building.

The extras on the Engineering Building to date, requiring an appropriation of \$91.20 due Fischer & Lambie, in addition to former appropriations, are as follows:

Feb. 3, 1904.  
 Building tunnel according to large detail furnished by the University for same-----\$119.60  
 10,000 common brick @ \$11.00, and 2,500 press brick @ \$14.00, caused by change of location of building----- 146.25  
 June 6, 1904.  
 Regrading floor in tunnel----- 20.00  
 Placing two doors and metal partition----- 60.35  
 July 9, 1904.  
 Building 8" brick wall in front of steps----- 20.00 \$366.20  
 Change in hardware (approved by Board of Regents on March 18th, according to minutes for that meeting) \$175.00.

CREDITS.

Feb. 3, 1904.  
 Lessening excavation on account of change of location-----\$200.00  
 March 25, 1904.  
 Dispensing with elevator cupola----- 75.00 275.00  
 Balance due contractors----- \$ 91.20  
 ---o---

Extras, Plumbing, Engineering Building.

Plumbing extras in the Engineering Building, aggregating \$66.43, due Wm. G. Schuwirth & Co., for which an appropriation should be made,

are as follows:

1 extra urinal in basement-----\$25.00  
 7' 2 in. best waste pipe----- 2.80  
 1- 1 1/2" soldering nipple----- .45  
 1- 2" ferule----- .40  
 2# solder.40; 1- San. Tee, .50; 1-Gal. Tee, .25;----- 1.15  
 1- 1/2" soldering nipple, .30; 1' 1/2 lead pipe, .20;----- .50  
 4' 1 1/2" Gal. pipe, .60; 9' 1/2" gal. pipe, .63----- 1.23  
 4-1/2 gal. fittings, .40; 1 gal. tee, .25;----- .65  
 3 days' time for plumber, \$15.00; Helper, same time, \$4.50----- 19.50

Changing one sink from basement to second floor.  
 1-2" wye, .50; 1/2" san. tee, .50; 1/2" x 1/8 bend, .40----- 1.40  
 1-1 1/2" gal. tee, .25; 18' 1 1/2 gal. pipe, \$2.70----- 2.95  
 3 elle, .45; 1 nipple, .20----- .65  
 1 1/2 days' time for plumber----- 7.50  
 1 1/2 days' time for helper----- 4.50  
 \$66.43

Sept. 26, 1904

Apportionment for the Equipments in the Engineering Building.

The following apportionment for the equipment of the Engineering Building has been agreed upon by Dr. Scott, Dr. Phillips, and Prof. Taylor:

Appropriation for 1903-4.

Electrical Engineering-----	\$9793.95	
Civil Engineering-----	560.00	\$10353.95

Appropriation for 1904-5.

Electrical Engineering-----	\$11829.66	
Civil Engineering-----	1687.44	
Mining Engineering-----	4221.95	
Equipment of Engineering Building-----	2000.00	
<u>Total</u>		19739.05
		\$30093.00

University Hall.

In a communication handed to me by the Professor of Electrical Engineering, he calls attention to the unlawful and dangerous condition of the electric wiring in University Hall, which will require careful investigation and remedying, lest our policies for insurance may be forfeited and an accident may happen to some of the students.

Instructor in the Science and Art of Education.

Arrangements have been made with Prof. N. S. Hundson, and the Trustees of the Austin Public Schools, to accept the position of Instructor in Manual Training for teachers in the University of Texas, with a title of Instructor in the Science and Art of Education, without salary, for the year 1904-5. The instruction will be given by Mr. Hundson at the building for manual training, <sup>in the city</sup> to such students of the University as are seeking to qualify themselves for teaching <sup>in this branch</sup> in the public schools. In as much as Mr. Hundson is an expert in this line and has demonstrated in the Summer School his efficiency as a teacher, it is recommended that his services be secured <sup>as Instructor</sup> in the Science and Art of Education, for the purpose of giving manual training to students seeking to prepare themselves for teachers, upon the terms stated, i. e., without salary <sup>in the University</sup> for this season of 1904-5.

Overdrafts & Balances.

Overdrafts and Unexpended Balances.

In order to cover for the fiscal year ending Aug. 31, 1904, the overdrafts, and to dispose of the unexpended balances, it is recommended that the following Resolution be adopted:

First, RESOLVED, that overdrafts against the following appropriations for 1903-4 be and the same are hereby charged against the gross appropriations made by the Board of Regents for that year, to-wit:

Oratory-----	\$ 1.36
Zoology-----	10.62
Advertising-----	1.43
Banding-----	8.16

Sept. 26, 1904

Catalogues-----	185.23
Commencement-----	4.60
Men's Gymnasium-----	5.68
Stationery and Postage-----	2.85
Telephones-----	8.43
	<u>\$228.36</u>

See p. 144.

and, second, be it further resolved that the unexpended balances of the following accounts, Sept. 1, 1904, be and the same are hereby re-appropriated for the year 1904-5, to-wit:

Botany-----	\$ 302.72
Chemistry-----	681.43
Civil Engineering-----	519.83
Electrical Engineering-----	7079.02
Greek-----	48.45
Geology-----	453.59
Latin-----	135.74
Mining-----	67.46
Mathematics-----	99.16
Political Science-----	122.15
Physics-----	3.24
Campus-----	1698.59
Engineering Building-----	2622.58
Furniture and Office Furniture-----	786.61
Hand Book-----	425.49
Heating System-----	500.00
Ladies Room-----	52.50
Library-----	34.94
Law Library-----	69.30
Library Expenses-----	645.89
President's Travelling Expenses-----	352.15
Southern Literature-----	50.15
University Publications-----	254.01
Water System-----	4480.62
	<u>\$21476.92</u>

--0--

Cecil Rhodes Scholarship.

At the meeting of the Presidents of the State Universities in the City of Washington, in January, 1903, it was agreed that, in consideration of having the examinations for the Rhodes Scholarships held at the various State Universities, the incidental expenses of holding such examinations should be borne by the several State Universities and should not become a charge upon the Rhodes Fund. Under the authority of Dr. Geo. Parkin, Agent and representative of the Trustees of Cecil Rhodes, I, as President of The University of Texas, was authorized to appoint the Presidents of two or more of the leading institutions in the State to act with me as a Committee of Selection under the terms of the Cecil Rhodes will. I appointed Dr. S. P. Brooks, President of Baylor University, Waco, Texas, and Dr. R. S. Hays, Regent of Southwestern University, Georgetown, Texas, as members of the Committee. In order to avoid, as far as possible, any expenses in the matter, I personally conducted a very large correspondence in regard to this Scholarship, and transmitted by mail to Drs. Brooks and Hays all communications from the Trustees and their Agent. On account of this, it became necessary to have only two meetings of the Committee of Selection, which were held at the University of Texas, at both of which meetings Drs. Brooks and Hays were in attendance. I asked these gentlemen for a statement of their expenses in attending these meetings, and was informed by Regent Hays that his ex-

See p. 144.



See p. 142

This page not used.

See p. 142.

~~Handwritten scribbles and illegible text~~

This page not used.

Coat  
Brooks  
Said.  
pense was so small that he would make no charge therefor. President Brooks, however, rendered me a statement showing that the expenses of his first trip were \$10.30 and for his second \$10.80, aggregating \$21.10.

I would recommend that an appropriation be made from the Contingent Fund to cover the amount of President Brooks' actual expenses, viz., \$21.10.

Note: The \$21.10 was appropriated with hesitation as to the right of Board to do so for the mistake indicated.  
Instructor in Electrical Engineering.

B. F. Kenyon Prior to the engagement of Mr. B. F. Kenyon as Instructor in Electrical Engineering, Mr. Edw. S. Smith was engaged for this place, upon strong recommendations transmitted to the Professor of Electrical Engineering, and in view of the fact that there was much work to be done in setting the machinery etc. in the Department of Engineering, Mr. Smith was advised to report at Austin during the summer time and before the actual term of his service began, Sept. 1st, 1904. He arrived in Austin on the fourteenth of July and began work under the direction of the Professor of Electrical Engineering in getting things in order in the School of Electrical Engineering, and continued this service until the thirteenth day of ~~July~~ August. In the mean time, it was discovered by the Professor of Electrical Engineering, by actual test, that, notwithstanding the strong recommendations of Mr. Smith, he was not qualified to do satisfactorily the work for which he had been selected. After conferring

with the President and stating his conclusions in regard to Mr. Smith, Professor Scott frankly stated to Mr. Smith that his qualifications were not satisfactory for the place and that he would be compelled to make other arrangements. Mr. Smith thereupon agreed to accept for his actual service from July 15th to August 13th, inclusive, the sum of \$30.00, and his actual travelling expenses in coming to and returning from Austin \$90.00, aggregating \$120.00. This arrangement was concluded, and the amount, \$120.00, was advanced temporarily to Mr. Smith, with the understanding that his claim for \$120.00, as above, should be presented to the Board of Regents and, if allowed, should be charged to the School of Electrical Engineering. It is recommended, under the circumstances, that this arrangement be approved and that the sum of \$120.00 to pay same be paid out of the funds heretofore appropriated to the School of Electrical Engineering.

Wiggins Account of W. N. Wiggins. (I sent this to request claim)

Mr. W. N. Wiggins, accountant, came from San Antonio to Austin during the summer to hold a conference with the President and the book-keeper in regard to the financial system under consideration to be adopted by the University. He was requested to come by the President, in view of the statement made at the last meeting of the Board of Regents

of Regent Council that if Mr. Wiggins' services were further needed in regard to the subject matter of his report, he would be glad to render additional service without further charge. Mr. Wiggins, however, has presented a bill for his services on the occasion of this conference, amounting to \$20.55, which account is hereby submitted to the Board with the above statement, and without recommendation that same be allowed.

Sept 16, 1904  
The paragraph concerning Mr. Wiggins' bill for \$20.55 was referred by the Board to request claim for report.

### MEDICAL COLLEGE.

#### General Fund.

The estimated balances on the several accounts, \$1790.52, were heretofore appropriated for the budget of 1904-5. It transpires that these unexpended balances aggregate \$3507.12, being \$1716.60 in excess of the estimate. The accounts would stand therefore as follows:

Balance on hand Aug. 31, 1904-----	\$3507.12	
Amount already appropriated for 1904-5-----	1790.52	\$1716.60

#### Re-appropriations recommended.

Bal. to credit Obstetrics-----	137.25
" " " Library-----	24.43
" " " Catalogues-----	274.60
" " " Printing & Stationery-----	18.71
" " " Advertising-----	90.00
" " " Medical College Repairs-----	56.25
G" " " Grade Raising-----	248.40

#### Additional Appropriation for grade raising, rec-

ommended-----	600.00	\$1449.64
---------------	--------	-----------

Balance recommended to be held as a reserve to connect Medical College with City sewer when same is completed-----		\$ 266.96
--	--	-----------

#### Special Fund, University Hall.

The Dean of the Medical College, under the direction of the President, and with the consent and approval of the Medical College Committee, has made the following repairs on University Hall, at the cost stated, approval of which is recommended:

Balance on hand-----	\$749.17
----------------------	----------

Repairing roof, Geo. P. Werner,-----	\$300.00
Carpenter work on pantry, Thos. Filter,-----	55.00
Repairing windows, making them weatherproof, and to prevent wetting walls by rain water-----	125.00
Repairing range, Jos. Brockman,-----	40.00
Repairing, plastering rooms, putting up moulding, tinting walls and painting, Chas. Lindell-----	94.95
Repairing & painting 3 additional rooms, Chas. Lindell--	24.48
Spreading sand and sod-Ketchum-----	10.50
	649.93
	\$ 99.24

Balance, which is recommended shall be used for pointing with cement brick wall which is crumbling on south side building and repairing sunken arches over windows

(Thos Lucas has agreed to put this wall (in which was originally only lime mortar) and the windows in first class condition for \$100.00.)

10



July 26, 1904

I recommend therefore the adoption of the following Resolution:  
 Resolved, first, that the following amounts, being the unexpended balances and standing to the credit of the respective accounts named, on Aug. 31, 1904, be re-appropriated to the credit of the same accounts for the year ending Aug. 31, 1905: Obstetrics, \$137.25; Library, \$24.43; Catalogues, \$274.60; Printing & Stationery, \$18.71; advertising, \$90.00; Medical College Repairs, \$56.25; Grade Raising Expense, \$248.40.

That the unexpended balances in all other accounts be covered into the Available University Fund, Medical Branch.

That in addition to the \$914.40 heretofore appropriated, there be and hereby is appropriated the further sum of \$600.00 or so much thereof as may be necessary, for grade raising ~~expenses~~ expenses.

That the unexpended balance of \$266.96 be held in reserve, and the same is hereby appropriated, or so much thereof as may be necessary, for the purpose of connecting the Medical College ~~with~~ the City sewer when the sewer is completed.

That of the unexpended balances from the \$2400.00 belonging to University Hall there be appropriated for the payment of the foregoing accounts the sum of \$649.93, and the balance, \$94.24 be and hereby is appropriated for pointing with cement the walls on South side University Hall, and repairing sunken arches of windows in said Hall.

*The recommendation made by the President <sup>Secretary</sup> ~~of the~~ overdrafts mentioned by him (vide ante p.p. 138, 139) was adopted, with emphatic protest against the existence of any overdraft.*

*The following communication from Miss M. Eleanor Brackenridge was read to, approved and adopted by the Board:*

San Antonio, Texas, July 4th, 1904.

To the Honorable Board of Regents  
 of the University of Texas.

Gentlemen:

Whereas, On the 20th day of July, 1903, the Woman's Club of San Antonio, Texas, through its President, Miss M. Eleanor Brackenridge, tendered to The University of Texas two Annual Scholarships of The University of Texas, said tender having been evidenced by an instrument in writing in words and figures as follows, to-wit:

July 26, 1904

San Antonio, Texas,  
 July 28th, 1903.

To the Honorable Board of Regents  
 of the University of Texas.

Gentlemen:

I have the honor to offer to The University of Texas from the Woman's Club of San Antonio, Texas, two annual scholarships, subject to your approval and on the following conditions:

Said scholarships are to continue in force during the pleasure of the Woman's Club of San Antonio, Texas, it being agreed that a notice of one year will be given by said Club prior to actual termination of either or both scholarships. These scholarships are intended to promote professional education among worthy and ambitious young women, and shall be open to the women students of the School of Medicine of the Medical Department of The University of Texas, at Galveston, Texas.

The first of these scholarships shall be known as the "Isabella H. Brackenridge Scholarship in the School of Medicine of The University of Texas", and shall entitle the holder to the sum of two hundred and forty dollars (\$240.00) to be paid at the end of each of the eight months of the school session of the Medical Department each year during which it shall be in force, payments to be made in eight equal parts of thirty dollars (\$30.00) each by the Secretary of the said Woman's Club to the person designated by the Dean of the Medical Department according to the following rules of selection, viz:

To that woman of the School of Medicine above the Freshman class who shall have attained in the previous session of the School the highest general average in the course of study, providing that such general average be not less than eighty-five (85) per cent., and that no single grade be less than seventy-five (75) per cent.

The second of these scholarships shall be known as the "San Antonio Woman's Club Scholarship in the School of Medicine of The University of Texas", and shall entitle the holder to the sum of two hundred dollars (\$200.00), to be paid at the end of each of the eight months of the school session of the Medical Department of each year during which it shall be in force, payment to be made in eight equal parts of twenty-five dollars (\$25.00) each by the Secretary of said Woman's Club to the person designated by the Dean of the Medical Department according to the following rule of selection, viz:

To that woman of the School of Medicine above the Freshman class who shall have attained in the previous session of the School the second highest general average in the course of study, providing that such general average be not less than eighty (80) per cent., and that no single grade be less than seventy (70) per cent., provided no person possessing the qualifications herein stipulated shall be available, the appropriation providing for said scholarship shall lapse and be no longer available for that purpose. It is further provided that if the holder of either or both of said scholarships shall for any reason terminate her connection with the School, or fall below the average standing in her class, said monthly payments shall cease and the funds be retained by the Woman's Club of San Antonio.

Hoping that under the above provisions your Honorable Body will be in position to accept and put in force these scholarships, I have the honor, gentlemen, to be with much respect,

Sincerely yours,  
 M. Eleanor Brackenridge,  
 President Woman's Club, San Antonio, Texas.

Whereas, The Board of Regents of the University of Texas formally accepted said scholarships upon the conditions and promises above set out; and

Whereas, On the 28th day of May, 1904, said Woman's Club deposited with the San Antonio Loan and Trust Company five

July 26, 1904

of the forty year five per cent. bonds of the City of San Antonio, Bexar County, Texas, of the denomination of one thousand dollars each, issued on account of Improvement District No. 2, together with coupons upon each bond, twenty-five dollars, payable June 1st, 1904, as well as all others maturing semi-annually thereafter, for the purpose of providing the means of meeting the monthly payments contemplated and provided for under said Isabella H. Brackenridge Scholarship, said Trust Company agreeing, however, that said bonds might be transferred to the proper custodian of funds of this character at any time upon the request of said Woman's Club; and

Whereas, It is the wish of said Woman's Club to make

said Isabella H. Brackenridge Scholarship perpetual and to place said funds to meet the payments to accrue under the same in the hands of the proper custodian for such funds and to modify and change the terms and conditions upon which said Isabella H. Brackenridge Scholarship was originally established so that it will be entirely governed by and dependent upon the conditions hereinafter mentioned instead of those outlined in the above instrument dated July 28th, 1903;

NOW, THEREFORE, the Woman's Club of San Antonio, Texas, through its President, Miss M. Eleanor Brackenridge, hereby tenders to the Board of Regents of The University of Texas the bonds above described, including the coupons aforesaid, and the proceeds of any coupons that may have been collected up to the date of the acceptance of the terms of this instrument, to be placed by said Board with its Treasurer for custody, management, loan and investment from time to time under the rules of law regulating the loan and investment of public school funds of the State of Texas from time to time, for the purpose of applying the interest or income from the principal of said bonds, which is to be considered the principal of said trust fund, to the payment of the sums provided to be paid under the terms and conditions of the Isabella H. Brackenridge Scholarship hereinafter specified.

The terms and conditions of the Isabella H. Brackenridge Scholarship in The University of Texas shall be as follows, to-wit: (1) Said scholarship shall when a vacancy occurs from time to time be awarded to the woman student of the School of Medicine above the Freshman class of the University of Texas who shall have in the previous session of the School obtained

... as a student of such School of Medicine and continues to maintain said general average of eighty five (85) and not less than said average of seventy (70) in any one subject, a failure at any time to maintain either of said averages, however, to terminate all her right to said Scholarship; which may then be awarded to any other person qualified to receive the same. (2) The person holding said Scholarship shall at the end of each of the eight months of the school session of the Medical Department of each year during which she shall hold such Scholarship and be a student of said Medical Department be paid out of the interest or income from said principal of said bonds one-eighth of such interest or income for the previous year, provided such monthly payments shall not exceed thirty dollars (\$30.00) per month. (3) Any part of the income from said principal fund which may not have been expended in any year in the actual payment of said monthly installments to a holder of such Scholarship shall be added to the principal fund to be loaned and invested under the provisions and for the purposes stated above with reference to said principal fund. (4) The selection of the person or persons entitled to the benefit of such Scholarship, from time to time, under the provisions of this instrument aforesaid, shall devolve upon the Dean of the Medical Department of The University of Texas; but in case he should decide that two or more persons are equally entitled thereto, then the selection of the one of said two or more persons who shall be entitled thereto shall be referred by him to said Woman's Club of San Antonio, Texas, and in default of their making a selection, said Dean shall make such selection; but it is expressly understood and provided that no selection shall be made of a person entitled to such Scholarship so long as the person who has heretofore been selected under the provisions of said communication of July 28th, 1903, continues to be entitled thereto under the provision of this instrument; it being the intention hereof

that she is to be considered as being selected as the person entitled at present to receive the benefits of said Scholarship under the provisions of this instrument; but to be subject in all respects to the provisions hereof.

But in the event the education of women in the Medical Department of The University of Texas should at any time be discontinued, then during the period of such discontinuance,



Sept. 26, 1904

*San Antonio  
Woman's Club  
Scholarship*

whether temporary or permanent, the Board of Regents, or other governing body of The University of Texas shall from time to time, as a vacancy occurs, designate a beneficiary of such Scholarship from among the women graduates of the University of Texas who are taking the regular Medical course in any other University of the United States deemed by said Board of Regents to be a first class University.

It is expressly stipulated that the trust fund hereby tendered for the purpose of providing for said Scholarship shall form no part of the permanent University fund and shall at no time be subject to legislative appropriation, <sup>for any other purpose,</sup> but shall be used and applied strictly in accordance with the provisions and conditions providing for this Scholarship under the direction of the Board of Regents of The University of Texas; but that the person who may, from time to time, have the custody and management thereof, <sup>and disbursement of said interest or income</sup> shall be governed by the laws of Texas passed from time to time providing for the management, control and investment of the permanent school funds of the State of Texas.

Hoping that your Honorable Body will accept and institute this Scholarship in lieu of and as a modification of the Isabella H. Brackenridge Scholarship contemplated and provided for in said communication of July 28th, 1903, these presents are respectfully submitted.

*Signed M. Eleanor Brackenridge,  
President.*

Whereas, on the 28th day of July, 1903, the Woman's Club of San Antonio, Texas, for the purpose of promoting professional medical education among the women students of the Medical Department of The University of Texas, tendered two Scholarships to said University, to be known respectively as the "Isabella H. Brackenridge Scholarship in the School of Medicine of the University of Texas", and the "San Antonio Woman's Club Scholarship in the School of Medicine of The University of Texas", and to be of the annual value of two hundred and forty dollars (\$240.00) and two hundred dollars (\$200.00) respectively, and to continue in force during the pleasure of said Woman's Club of San Antonio, which said two Scholarships were accepted by the Board of Regents of said University on the 12th day of June, 1903, upon the terms offered as shown in the minutes of said Board of Regents on page 36, book C, of the Records of said Board: and

Sept. 21, 1904

*San Antonio  
Woman's Club  
Scholarship*

Whereas, said Woman's Club of San Antonio, Texas, by a communication in writing bearing date July 4th, 1904, signed by M. Eleanor Brackenridge, President of said Club, has for the purpose of permanently endowing and making perpetual said Isabella H. Brackenridge Scholarship in the School of Medicine of the University of Texas, and in lieu of and as a substitute for, the original provision made for said Scholarship, tendered to The University of Texas five of the forty year five per cent bonds of the City of San Antonio, Bexar County, Texas, numbered respectively 1, 2, 3, 4 and 5, and bearing date the day of 190, and maturing on the day of 19 of the denomination of one thousand

and dollars (\$1,000.00) each, issued on account of improvement District No. 2, together with all coupons, each for the sum of twenty-five dollars (\$25.00), attached to said bonds and maturing semi-annually, the first of which said coupons on each of said bonds is payable June 1st, 1904, which said tender is made upon the terms and conditions named in said written communication and are here referred to, and, for the purpose of description and identification, are made a part hereof; and

Whereas, said communication and tender has been fully considered, understood and approved by the Board; Now, in consideration of the premises and for the purpose of carrying out the expressed wish of said Woman's Club of San Antonio, Texas, and of securing and making effective and perpetual said endowment of said Isabella H. Brackenridge Scholarship in the School of Medicine of The University of Texas, therefore, by the Board of Regents of The University of Texas, in regular session assembled, be it RESOLVED:

1. That said endowment of said Scholarship is hereby accepted upon the terms stated in said tender.
2. That said written communication tendering said endowment together with this Resolution shall be entered in full upon the minutes of the Board of Regents and a certified copy thereof under the seal of the University of Texas shall be transmitted by the Secretary of the Board to the Woman's Club of San Antonio, Texas, with an expression of grateful appreciation by the Board of the generous action of said Club.
3. That the Chairman of the Board of Regents be authorized to receive said bonds, to place the same in the custody of the Treasurer of the University, who is by law the Treasurer of the State of Texas, to file with said bonds a certified copy of

Sept. 15

Sept. 26, 1904

San Antonio  
Woman's  
Club  
School

said communication from said Woman's Club of San Antonio, Texas and of this Resolution taken from the minutes of the Board of Regents, which said certified copy shall remain and be kept with said bonds in the custody of said Treasurer.

4. That the Chairman of the Board of Regents at the

7

time of filing said bonds with said Treasurer shall take the receipt of said Treasurer for said bonds and for said certified copy from the minutes of the Board of Regents showing the amount, terms and conditions of said endowment and shall file the receipt of said Treasurer with the Secretary of this Board who shall record the same as part of the minutes of this meeting and shall transmit a duly certified copy of such receipt so recorded to the Woman's Club of San Antonio, Texas.

*Engineering Building - Financial Statements:*

The following statement presented by Regent Henderson, was received, approved, and adopted by the Board:

To the Honorable Board of Regents  
of The University of Texas.

Gentlemen:-

Your Executive Committee, to whom was referred the statement of the accounts in regard to the Engineering Building, beg to report that they find as follows; as certified to by the Proctor and Bookkeeper:

*Engineering Building*

Amount of original contract for Engineering Building--	\$69,990.00
Amount of extras allowed-----	266.20
Total-----	\$70,256.20
By amount paid on contract-----	49,999.44
Balance due Fischer & Lambie on contract	20,256.76

Commissions due Coughlin & Ayres.

Fischer & Lambie contract-----	\$69,990.00
W. A. Burke contract for lighting-----	1,680.20
Wm. G. Schwirth & Co. contract for plumbing-----	2,125.00
Kinnison Bros contract for heating-----	4,785.00
Total-----	\$78,580.20
Five per cent. commission on \$78,580.20-----	\$3929.01
By amount paid-----	1749.75
Balance due Coughlin & Ayres, Architects-----	\$2179.26

*Carried to 152*



Sep. 26, 1904

W. A. Burke, Lighting.

Amount of Contract	-----	\$ 1,680.20
Probable extras to complete wiring	-----	100.00
Total	-----	\$ 1,780.20
By amount paid on voucher	-----	819.00
Balance due on contract	-----	\$ 961.20

Wm. G. Schuwirth & Co., Plumbing.

Amount of contract	-----	\$2,125.00
Amount of extras	-----	66.43
	-----	\$2,191.43
By amount paid on voucher	-----	\$1,912.50
Deposit required for six months, ten percent of contract	-----	212.50
	-----	2,125.00
Balance due on contract for extra	-----	66.43

Kinnison Bros., Heating.

Amount of contract	-----	\$ 4,785.00
By amount received on voucher	-----	3,289.00
Balance due on contract	-----	\$ 1,496.00

From the above statement it will appear that the contracts for the erection of the Engineering Building, and for lighting, plumbing, and heating on same have been completed, except in the matter of the lighting contract and in the matter of the heating contract as shown.

It is recommended, so far as contractors Fischer & Lambie are concerned, that the building be accepted and received as completed according to contract; and that so far as contractors Wm. G. Schuwirth & Co., for plumbing, are concerned, the work done by them be accepted and received as completed according to contract; leaving the unfinished work, as stated, of W. A. Burke for electric lighting, and Kinnison Bros. for heating to be hereafter completed and accepted.

We file herewith for reference the certified statement of the Proctor and the bookkeeper, which is referred to as the basis of the foregoing report, all of which is respectfully submitted.

*J. M. ...*

Chairman, Executive Committee.

The resignation of Dr. Bonn L. Milburn as Demonstrator of Chemistry was accepted by the Board, with the provision that he is to receive no salary for the month of Sep. 1904. Mr. W. J. ... was elected Demonstrator of Chemistry in place of Dr. Milburn, at the rate of \$1,200 per annum, to begin October 1, 1904.

The Board accepted the offer of the ...

Sep. 26, 1904

Meteorology instruments.

Manufacturing company to sell to the University of Texas a set of Meteorological instruments for the sum of nine hundred dollars, - to be paid for out of the Electrical Engineering fund if the money is in said fund, - but if it cannot be obtained, thereby request Sec. W. Brackenridge who agrees to pay said sum in case it cannot be obtained from said Electrical Engineering fund. It is ordered that said instruments be placed under control and direction of the School of Electrical Engineering.

The Board adopted the following  
REGULATIONS FOR THE GOVERNMENT OF THE UNIVERSITY OF TEXAS.  
(Compared with the President's copy)

Board of Regents.

Article I.

Time, Place, and Manner of Meeting.

Section 1.

The regular meetings of the Board of Regents shall be held each year at 10 a. m. on the third Tuesday of January and October and on the Tuesday preceding Commencement Day, at the Regents' Room in the Main Building of the University at Austin, and in May at Galveston on the day preceding the one on which the Graduating Exercises of the Medical Department are held, and the Board shall continue in session, except during Commencement and Graduating Exercises, until the business before it shall have been disposed of.

Section 2.

Any five members of the Board may at any time not less than twenty days subsequent to a regular meeting send a written request to the Chairman of the Board, that he call a meeting thereof, the purpose and object of said special meeting being stated, whereupon it shall be the duty of the Chairman to call such special meeting, by causing written notification of the time, purposes and place thereof to be mailed to each member of the Board at least five days before the time of meeting. No business other than that embraced in the call for said special meeting shall be transacted thereat, except by consent of a majority of the whole Board.

Article II.

Officers And Their Duties.

Section 1.

The Board shall elect a Chairman at their regular meeting in June each odd year, who shall hold his office for two years and until his successor is duly elected.

In case of the death, resignation, or disqualification of the Chairman before the expiration of his term of office, the Board shall, as





Sept. 26, 1904

soon as may be practicable thereafter, elect another Chairman, and, until such election is had, the Vice Chairman shall exercise and hold the duties of the office of Chairman.

Section 2.

It shall be the duty of the Chairman to preside over the meetings and deliberations of the Board, to call special meetings thereof as herein provided, and to perform such other special duties as shall be from time to time devolved upon him by the Board; he may vacate the chair, temporarily, for the purpose of joining in the discussion of any question before the Board, whereupon the Vice Chairman, (or, if the Vice Chairman is absent, then such other member of the Board as he shall call to the chair), shall preside until the question pending shall have been disposed of.

Section 3.

At the time of electing a Chairman of the Board a Vice Chairman shall also be elected who shall, upon the death, absence, resignation, disability or disqualification of the Chairman, exercise the duties of the office of Chairman until the Chairman shall resume his duties, or his successor shall have been elected as herein provided.

Section 4.

The Board shall at the time of the election of a Chairman also elect a Secretary whose term of office shall be two years and whose duty it shall be to keep a correct record and minute of the proceedings of the Board, to carefully file and preserve all papers and documents pertaining to the business and proceedings of the Board, and to perform such other and cognate duties as shall be provided by the Board. He shall receive such compensation as may be fixed by the Board and shall be removable at the pleasure of the Board.

Article III.

Standing Committees and their Duties.

Section 1.

The following standing Committees shall be appointed by the Chairman, by and with the consent and advice of the Board:

- Executive Committee,
- Committee on Finance,
- Auditing Committee,
- Committee on Buildings and Grounds,
- Committee on ~~Rules and Precedents~~, *complaints & grievances.*
- Committee on Medical College.
- Legislative Committee*

Section 2.

Said Committees shall remain as constituted, (unless a vacancy shall be caused by death or refusal to act of some member of the Commit-

*Standing Committee*

Sept. 26, 1904

tee), until the last day of the meeting of the Board in June in each odd year, at which time and upon the last day of said June meeting, every two years thereafter, the said Committees shall again be constituted by the Chairman, by and with the consent and advice of the Board, as aforesaid.

Section 3.

In case ~~of~~ a vacancy <sup>shall</sup> occur on any of the standing Committees ~~the same~~ shall <sup>be</sup> immediately filled by the Chairman appointing another member or members of the Board to serve thereon, until the next regular meeting, at which time the sense of the Board shall be taken on said appointment and, if same shall be confirmed, such appointment shall stand until time for reconstituting the <sup>standing</sup> Committees, as herein provided.

Section 4.

The Executive Committee shall consist of three members, of which the Chairman of the Board shall be one and ~~one~~ ex officio Chairman thereof. It shall be the duty of this Committee to execute and carry out such orders, resolutions and behests of the Board as shall be assigned to it at any meeting of the Board; and when the Board is not in session and an emergency shall arise requiring immediate action it shall take such temporary and ~~immediate~~ action as said emergency shall, in the judgment of the Committee, require.

It shall report, in writing, to the Board all its acts and measures, in regard to those matters that have been specially referred to it by the Board as well as its acts concerning matters not so referred, at each meeting for approval.

Section 5.

The Finance Committee shall consist of three members. To this Committee shall be referred all questions involving the finances of the University and matters cognate thereto, *which the Board may desire to be referred.*

Section 6.

The Auditing Committee shall consist of two members. To this Committee shall be referred the auditing of all accounts of receipt and expenditure on behalf of the University, and such other matters as the Board may desire *to have audited.*

Section 7.

The Committee on Buildings and Grounds shall consist of three members. To this Committee shall be referred any question or matter relating to the buildings and grounds, both of the Main University at Austin and of the Medical College at Galveston, and to other cognate matters. It shall be the duty of this Committee on behalf of the Board to make and let all contracts for the erection of new buildings, and for extraordinary and extensive improvements and repairs of the old buildings and of the grounds of the University, and to prepare and have filed writ-

*Standing Committee*

*Emergency in*

*Executive Committee*

*and duties of*

*Finance Committee*

*Auditing Committee*

*Build. & Grounds*

Sep. 26, 1904

Buildings  
and  
grounds  
as well

ten contracts therefor; which Committee shall report their action, in writing, to the next regular or called meeting of the Board for its information and approval. All matters involving ordinary repairs, changes, adjustments, and improvements for the purpose of putting and keeping in good condition and efficient use the buildings, grounds and equipments of the University, shall be and hereby is committed to the President, who shall, from time to time, make report of his action in such matters to the Board.

Section 8.

Complaints

The Committee on Complaints and Grievances shall consist of three members. To this Committee shall be referred all matters relating to any complaints or charges concerning the conduct of any member of the Faculty or ~~any~~ employee of the Main University at Austin, with power to examine into same and make report thereon. And it shall have like power to hear, examine, and inquire into all such complaints, charges and grievances during the time the Board is not in session, and in the event of any emergency requiring prompt action they shall have power to take such provisional action as they may deem necessary until the sense of the Board may be obtained concerning the same at their regular or <sup>special</sup> meetings.

Said Committee shall report, in writing, at each regular meeting of the Board, and at such other times as ~~it~~ may be directed, concerning all matters referred to or acted upon by it, and shall make such recommendations concerning same as it may deem proper.

Section 9.

Medical  
College  
as well

The Committee on Medical College shall consist of three members. To this Committee shall be referred all matters touching the conduct of the Medical College at Galveston which have not under these rules been specially assigned to some other Committee. <sup>or to the President</sup> It shall be clothed with the same powers and charged with the same duties with respect to the Medical College ~~that~~ have been assigned to the Committee on Complaints and Grievances. It shall report, in writing, at each regular meeting <sup>of the Board,</sup> and at such other times as may be directed by the Board, touching matters with which it is charged, or which have been referred to it, <sup>and</sup> making such recommendations in said reports concerning said matters as it may deem proper.

Legislative  
Committee

Sec. 10. The Legislative Committee shall be composed of three members, and to this Committee shall be referred all matters relating to the Constitution and laws of the State affecting the interests of the University. It shall be the duty of the members of said committee to familiarize themselves with the history of all legislative <sup>provisions</sup> pertaining to the University, to prepare and present to the Legislature for passage such new laws, and amendments to existing laws of the State,

Sep. 26, 1904

English  
and  
Law

as will promote the interests of the University and increase its efficiency. It shall be the duty of said committee to report in writing, to the Board all action taken by it, with such suggestions and recommendations as may seem best to said committee.

Land  
Committee

Sec. 11.

Committee on Land.  
It was left to the President to prepare this Section, but he never did so.

reference to Sec. 10, and Sec. 11, the latter to be prepared by the Board.

Article IV.

Rules of Procedure and Order of Business.

Section 1.

Buildings  
Manual

The rules laid down in Cushing's Manual of Parliamentary Law, when the same are not in conflict with any of the provisions hereof, are hereby adopted as the law of procedure for the government of the Board when in session.

Section 2.

Order of  
Business

The order of business when the Board shall meet in regular session shall be as follows:

1. Reading minutes of preceding meeting.
2. Report of President.
3. Reports of standing Committees.
4. Reports of special committees.
5. Unfinished business.
6. New business.

Section 3.

Refer to  
Committee

The Board shall, in all cases when practicable and desirable, before taking action on any subject or measure coming clearly within the sphere of the duties of any standing Committee, refer the same to the proper standing Committee, which shall report, in writing, its recommendation concerning the same.



Sep. 26, 1904.

Section 4.

In the interest of clearness, to prevent misapprehension and to secure accuracy of record, each maker of a motion or mover of a resolution, at the time of offering the same shall reduce it to writing and shall deliver it to the Secretary of the Board.

Section 5.

All communications to the Board from persons not members thereof except in the case of the President, shall be in writing, nor shall any such person be allowed to address the Board while in session, unless by unanimous consent of all the members present.

Section 6.

At the request of any two members of the Board, the presiding officer shall declare the same in executive session, whereupon every person not a member of the Board shall be excluded from the place where the meeting is being held; and from thence forward until open session shall be renewed the proceedings of the Board shall be secret; and no member shall, directly or indirectly, reveal to anyone not a member any part of said proceedings, or any vote, or anything concerning any debate had in such executive session, but the whole proceedings shall be held to be of a secret and confidential nature. If the services of a secretary shall be needed during such executive session, the Chairman shall appoint one of the members of the Board as secretary of said executive session, whose duty it shall be to act as such and keep the minutes of such executive session, which he shall thereafter preserve, unless he is ordered to destroy them by the Board, but no minutes shall be kept of the proceedings of an executive session unless by unanimous consent.

Article V.

Miscellaneous Provisions.

Section 1.

The Board of Regents shall have the power to remove any Professor, Tutor, or other officer, <sup>+ employees</sup> connected with the University when, in its judgment, the interests of the University shall require it, and all contracts now existing between the University and Professors, Instructors, Tutors, and other officers, <sup>+ employees</sup> thereof, and those that may hereafter be made, are and shall be subject to the foregoing provisions.

Section 2.

The President of the University shall be elected by the Board of Regents and shall hold his office during good behavior and while he renders efficient and satisfactory service. He shall have such authority and exercise such powers as are usually invested in the President of a State University, subject to the provisions of the Statutes of this State and to the regulations of the Board of Regents or the government of the

Write  
minutes

Communications  
to the Board

Executive  
session

Removal of  
employee  
power of  
Board

President  
election  
and term  
and duties

Sep. 26, 1904

University, and he shall perform such duties as under the law and regulations of the Board for the government of the University shall be devolved upon him. He shall receive such compensation for his services as shall be determined by the Board, and he shall be removable from said office at the pleasure of the Board, when, in their judgment, the interests of the University shall so require.

Section 3.

The Board shall, at its June meeting in each odd year, elect a Proctor, Registrar, and Auditor, each of whom shall hold office for two years from the first day of September following his election and until his successor shall have been elected and qualified, and shall have such powers, and perform such duties, as shall be required of and devolved upon him under the regulations of the Board for the government of the University, or by any resolution or rule of the Board. Each shall be removable from his said office at the pleasure of the Board when, in its judgment, the interests of the University shall so require.

Section 4.

The reasonable expenses of the Regents while attending meetings of the Board or performing duties as committeemen shall be paid to them out of the available fund of the University.

Section 5.

The reasonable travelling expenses of the President shall be paid to him while he is engaged in the discharge of his duties as President and in attending public educational meetings as the representative of the University.

Section 6.

It shall be the duty of the Chairman, under the direction of the Board, to prepare the reports to the Board of Education and Legislature required by law from the Regents, and he shall have power to require the advice and assistance of the President and other officers of the University in compiling said reports.

Section 7.

All rules, orders, and resolutions heretofore enacted by this Board concerning the conduct of business by the Regents, which are either in conflict with or which deal with the subject matter covered by these regulations, are hereby repealed.

Section 8.

These regulations shall not be altered, added to, or amended except by a vote of <sup>a majority</sup> two-thirds of all the Regents, at a regular meeting, and such alteration, addition, or amendment shall be posted in writing and filed with the Secretary thirty days before such meeting; and it shall be the duty of the Secretary to forthwith mail a copy thereof to each member of the Board.

President's  
compensation

Proctor, Re-  
gistrar,  
Auditor

Expense of  
Regents

Trav. Exp.  
of President

Reports to  
Board of Ed.  
Legisla-  
ture

Repeals  
rules in  
conflict  
etc.

Regulations  
not changed

(End of regulations)

Sept 26, 1904

In accordance with instructions by the Board of Regents, the President prepared and presented the following Rules and regulations for the government of the Board, which with some amendments, were adopted by the Board, and also the following <sup>Business</sup> system of ~~the University~~ <sup>the lines of the</sup> Higgins report, which with some changes, was adopted by the Board, - ~~which follows~~ <sup>as follows:</sup>

Business System

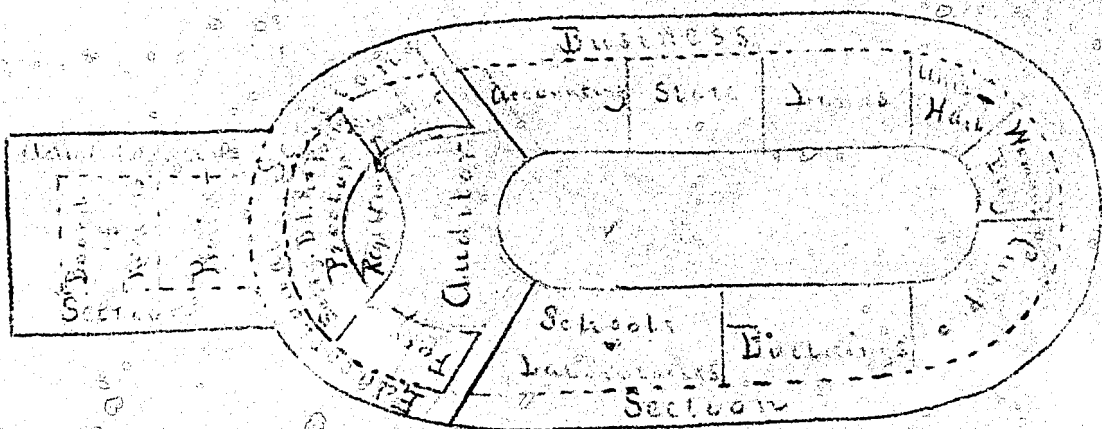
Proposed Business System  
For the government of The University of Texas.

----- 0 -----

In formulating a business system for the University, it is necessary to keep in view its functions. The University is an educational institution and its prime function is therefore educational, while its business function is secondary. To provide for the successful management of the Institution, it is necessary that these primary and secondary functions shall be properly correlated and adjusted to each other.

To show this more clearly and the relations of the Board and the President to the officers, Faculty, Student body and business interests of the Institution, an effort has been made to illustrate the same by a chart which designates the relative position of each, which will serve as a working basis for the system outlined; and which chart, for the sake of convenience, has been divided into three sections: Administrative, Educational and Business.

Chart.



Administrative Section.

From this chart it will be seen that the government of the University, as fixed by law, is in the Board of Regents, whose chief administrative or executive officer, chosen by it, is the President. As shown in the chart outlined, the President is in close relation to the Faculty and Student Body, and is the direct medium of communication between the Educational Section and the Board of Regents. His authority also extends throughout the Business Section. It is desirable that

Sept 26, 1904

the powers and duties of the chief executive officer shall be clearly defined, and that the limitation of the discretionary power vested in this officer shall be fixed. The Board of Regents, as the governing

Regents & President

Functions of Board

President

Business Section

power of the University, is and must be responsible for the policy of the Institution, and for the administration of its affairs, and the President, as the chief executive officer of the Board, is and must be responsible to that body for the carrying out of its policy; hence, it is necessary that all other and subordinate officers and members of the Faculty shall be responsible to and under the immediate control and direction of the President, whose discretionary powers must be broad enough to enable him to secure efficiency in the administration of all the affairs of the Institution, and to authorize <sup>to make temporary arrangements,</sup> ~~him~~ in all emergencies between meetings of the Board of Regents.

The functions of the Board of Regents are legislative and not executive; and it shall be the duty of said Board to secure, as far as possible, the needed revenues for the University and to determine the ways in which such revenues shall be applied, and to map out the policy of the University, but it must of necessity leave the execution of such policy to its executive agents.

President.

The President of the University shall be the chief executive and responsible agent of the Board of Regents, and as such he shall have constant watch and care over all University interests. All appointments, promotions and dismissals shall be made ~~upon~~ <sup>or with the approval of the Board of Regents</sup> the recommendation of the President. All communications between the Faculty and the Regents relating to the University shall pass through the hands of the President. He shall be ready to recommend suitable persons for positions and to fill vacancies in the Faculty and, in case of an emergency, shall fill a vacancy until the next meeting of the Regents, so that the work of the University shall not be interrupted. He shall see that all members of the Faculty and instruction force and all employees of the University are competent and right spirited, and shall hold all to the exact and full discharge of their duties; and if, in his judgment, the necessity arises, he shall initiate steps for a change of such instructors or employees. He shall attend all meetings of the Board of Regents and shall follow the directions given by said Board in any particular matter, but ~~is not to undertake~~ <sup>will not undertake</sup> the Board to direct most of the details of executive action, and the President is expected to act with perfect freedom within the lines of general policy laid down by the Board of Regents.

Before the last paragraph

Before the last paragraph (relating to the President) was adopted, regent Gregory offered the following resolution, to wit:



Sept. 26, 1904

Resolved that the part of the section relating to the President reading as follows: 'And if, in his judgment, the necessity arises, he shall initiate steps for a change of such instructors or employees, so that it will read as follows: 'And if, in his judgment, the necessity arises, he shall, on approval of the Executive Committee of the Board of Regents initiate steps for a change of such instructors or employees.' There was no second to this motion, and it was not therefore voted on by the Board. Regent Gregory gave notice that he desired his resolution to be placed on record in the minutes of the Board which is accordingly done.

Educational Section.

This section is divided into the Academic, Engineering and Law Departments for the Main University, and the Department of Medicine

for the Medical Branch. Besides the President and the Deans of the several Departments, the <sup>administrative</sup> officers of the Main University shall be the Proctor, who is also Secretary of the Board of Regents and Secretary of the Faculty, Registrar and Auditor. The <sup>administrative</sup> officers of the Medical Branch shall be the Dean of the Medical Department and the Provost.

Proctor.

The Proctor, as Secretary of the Board of Regents and of the Faculty, shall keep full and accurate minutes of the proceedings of all meetings of these bodies, he shall keep and preserve in a neat and orderly manner all the papers and records of said bodies, and shall so index and file the same as to make them easily accessible <sup>as to be</sup> and readily referred to at all times, and he shall perform such other duties as are usually performed by a Secretary.

The Proctor, as Secretary of the Board of Regents, shall procure and keep a suitable book in which he shall record all bonds and other documents of like importance.

As Proctor, it shall be his duty to maintain order and the observance of proper decorum in the corridors of the University buildings and upon the Campus; to watch over the moral welfare of the students, and to advise and counsel with them; to visit the sick and report such cases to the Faculty Committee on Sick as are in need of special attention; to keep a register of boarding houses suitable for young men and women attending the University; and to assist in finding employment for those who are in need of work to help defray their expenses while attending the University.

The Proctor shall have immediate charge of the Janitor force of the University and shall be responsible for the efficiency thereof; he shall see that all the buildings upon the Campus and all the grounds adjacent thereto are kept in a safe, neat, clean and sanitary condition at all times.

Sept. 26, 1904

Registrar.

The Registrar shall be the Corresponding Secretary of the University. It shall be his duty to answer all correspondence relating to the general requirements for admission to the University; to prepare, under the direction of the President, and send out to the press of the State such general information concerning the work of the Institution as may be of interest to the public; to prepare and have distributed all advertising matter; to supervise the mailing of all bulletins and circulars issued by the University. He shall prepare and keep a mailing and exchange list; he shall keep a permanent record of the alumni, showing as far as possible the history and work of each; he shall collect and preserve all statistics of the University and, as far as practically, the statistics of other State Institutions of Learning. He shall keep a revised list of the affiliated schools of the State, and a permanent record of all students in the University holding scholarships from these schools. He shall have prepared and furnish to the students the necessary blanks for matriculating and see that they have complied with all requirements pre-requisite for admission to the University. It shall be his duty, on the first teaching day of each session, to the heads or instructors of each section of the various schools, the names of the students matriculating and the courses registered for in their division, and he shall likewise notify them of any changes <sup>as soon as made</sup> in such courses. He shall have prepared and furnish to the heads and instructors of the various schools the proper blanks for making all necessary reports of the standing of the students, and these reports, when filed with the Registrar, shall by him be classified and preserved as part of the permanent records of his office. At the end of each month term, it shall be the duty of the Registrar forthwith to tabulate for permanent record in his office the grades of each student, and to mail to the parent or guardian of each student a copy of these grades.

The Registrar's Office shall be the mailing department of the University. His office shall be charged with and he shall be the custodian of all stamps purchased. He shall be required to keep a record of all stamps used, and these daily records shall be summarized once a month, showing the number and denomination of all stamps used and the cash value of same, which added to the value of stamps on hand should agree with the amount charged against his office for stamps for that month. If stamps are drawn from his office for use of any department, a requisition blank shall be used signed by the party drawing same, showing the number, denomination and cash value of the stamps so drawn, which shall be treated by the Registrar in the same manner as his daily stamp report in making up his monthly summary and report of stamps used. In this manner a complete record of the postage used by the University

Registrar  
List of  
Statistics  
Affiliated  
Schools  
Scholarships  
Exchange  
List  
Statistics  
Affiliated  
Schools  
Scholarships

Stamps

Apr 26, 1904

shall be kept, which will also show the volume of the University mail. The following forms shall be used for this purpose.

Form 1.

Daily Postage Report.										
	Denomination						Summary		Showing cash values	On hand
	1c	2c	3c	4c	5c	6c	Receipts	Total		
Stamps on hand	22	30	10	20	10	10			3.02	
Stamps received	600	500	300	200	100	50			41.00	
Total	622	530	310	220	110	60			44.02	
Total stamps used	520	330	210	150	50	20			28.40	
Balance stamps on hand	102	170	100	70	60	40			15.62	

Register	Reading	Act'l No.	Letters	Stp'd.	Remarks				
Before	After	1c	2c	3c		4c	5c	6c	
50	570								
570	720			150					
720	1080			360					
1080	1290			210					
1290	1330			40					
1330	1340			10					

Extra Postage	Amount
Affixed by hand	10
Total stamps used	520, 330, 210, 150, 50, 20

Date \_\_\_\_\_ 1904

Form 2.

Requisition for Stamps									
	Denomination								Amount
	1c	2c	3c	4c	5c	6c	8c	10c	

Date \_\_\_\_\_ 1904.

Stamps shall be purchased and issued by the Registrar for official correspondence and purposes only and to the following persons: Chairman of the Board of Regents, President, Deans, Proctor, Auditor, Registrar, Chairman of the Committee on Affiliated Schools, and Chairman of the Committee on Teachers.

Business Section.

The Business Section is divided into the Accounting and Land Departments. The Auditor shall be at the head of the Accounting Department, and he shall also have general supervision over the University Hall and Woman's Building.

Business Section cont. to p. 165.

July 26, 1904

Specification for Balance Sheet—Accounting Department

Analysis and Classification

Income & Expenditures.

Assets & Liabilities.

Income & Expenditures.		Assets & Liabilities.	
Current.		Assets.	
Income	Cash on hand	Active	Cash on hand
	Land Leases		Cash in Bank
	Int. on Land Notes		Land Leases { Current
Expenditure	Int. on State Bonds	Fixed	Land Notes { Current
	Legislative Appr.		Arrears
	Other Sources		Int. Land Notes { Current
Income	Special	Perm't	Arrears
	Spec. Legislative Appr.		Interest on Bonds
	Donations		Available Univ. Fund
Expenditure	Other Sources	Dormant	Legislative Appr.
	Salaries { Administrative		Miscellaneous
	Instruction		Buildings
Income	Labor	Passive	Equipment
	Schools & Labs { Equip'mt		Water System
	Sundries		Water Tower
Expenditure	Maintenance of Buildings	Capital	Campus
	Imp'nt of Buildings		Athletic Field
	Repair of Buildings		Other investments
Income	Janitor Supplies	Capital	Lands
	Campus		Bonds
	Furniture & Fixtures		Land Notes
Expenditure	Postage	Capital	Prin. on Land Notes
	Sta. & Office Supplies		Liabilities.
	Other Sources		State Endowment
Income	Special	Capital	Other Sources
	Buildings		Students' Deposits
	Other Sources		Accounts Payable
Expenditure	Buildings	Capital	Other Sources
	Other Sources		Capital (Surplus Assets over Liab's.

The Active Assets comprise cash, which includes the amount in the State Treasurer's hands, and the balance due from the bank; Land Leases, current, outstanding; Interest on Land Notes, current, outstanding; Interest on State Bonds; Available University Fund; and miscellaneous.

Fixed Assets include the permanent investments, such as Buildings, Equipment, Water System, Water Tower, Campus, Athletic Field, and other investments of a similar nature.

The Permanent Assets represent the State Endowment Fund, which is invested in Lands, Land Notes and Bonds.

The Liabilities of the University are divided into three classes:—Dormant, Passive and Capital.

The Dormant Liabilities consist of the State Endowment Fund, and Endowments from other sources.

Passive Liabilities represent unpaid Students' Deposits, Accounts Payable, etc.

Capital Liability represents Surplus of Assets over Liabilities.

Balance Sheet  
Income  
Expenditure  
Assets  
Liabilities  
Dormant  
Passive  
Capital



Sept. 26, 1904

Income.

The Income for the year consists of the debts accruing from all sources to the University, although these may not necessarily be collected within the period. The Current Income is derived from Land Leases, Interest on Land Notes, Interest on State Bonds, Legislative Appropriation, etc.; while the Special Income is derived from Legislative Appropriations for special purposes, donations, etc.

Expenditure.

The Current Expenditures are such as are incurred in the daily conduct and maintenance of the University, as Salaries, Schools & Laboratories, Maintenance, Repair and Improvement of Buildings, Grounds, Janitor Supplies, Campus, Furniture & Fixtures, Postage, Stationery and Office Supplies, *Contingent Expenses, etc.*

Special Expenditures are in the nature of Permanent Buildings Improvements, etc.

The appropriations for all expenditures shall be made by the Board of Regents, based upon a budget prepared and submitted by the President.

In outlining a system of accounting for the income and expenditures of the University, the essential feature is the proper accounting for all receipts and the safeguarding of the expenditures from extravagance and irregularity. The former is comparatively easy as the income accounts outlined above show the receipts from all sources, while the expenditure accounts should be safeguarded in the contracting of debts against these accounts.

All expenditures shall be based upon appropriations made by the Board of Regents upon a budget prepared by the President from reports of heads of schools and other officers, showing the necessary expenses to be incurred for the year. The appropriations for salaries are fixed, during the continuance of service, for the year, and there is little or no opportunity for these appropriations to be misapplied.

The appropriations for Schools & Laboratories should be divided into two classes:—Permanent and Perishable Equipment. These appropriations can only be judiciously expended by the heads of the schools for which they are made, and these heads should be held strictly responsible for all bills made by them against these appropriations.

The appropriations for Current Expenses shall be divided into two classes: (1) Maintenance; and (2) Improvement, Repairs, Office Furniture & Fixtures. All expenditures under the former head should be passed upon and approved by the Auditor, who should be held responsible for all bills approved by him. Expenditures under the latter head (2) should be made only when authorized by the President, which authorization should pass through the Auditor's hands in order that a record may be made of same.

*Contingent Exp.*  
*no more*  
*on app. by Regs.*  
*Salaries*  
*Exp.*

Sept. 26, 1904

Appropriations for Special purposes shall be under control of the President and shall only be expended upon his order, and the bills for the same shall be approved by the party to whom the order is given.

A proper record shall be kept of all orders for expenditures. This can only be done by having such orders pass through the hands of the Auditor. These shall be made in duplicate, approved by the party making the requisition, and signed by the Auditor, the duplicate being retained in the Auditor's Office so that he can check against the invoices for such expenditure when received.

The Voucher System.

This system is recommended for the payment of all bills. When invoices are received, they shall be checked by the Auditor against the duplicate order for same; a voucher shall be made out to which the invoice shall be attached and referred to the proper party for approval as to receipt of goods (this approval shall be in the form of a certificate, certifying that the invoice is correct, that the articles therein enumerated have been received and were necessary for and have been or will be applied to the work of \_\_\_\_\_ of the University of Texas, and are provided for by an appropriation made by the Board of Regents, and that the prices charged are reasonable and just) and return to the bookkeeper who shall verify the additions and extensions and certify to the correctness of same, enter it on the Voucher Record, and return it to the Auditor for his approval for payment, after which it shall be signed by the *Chairman of the Board* and become authority for the Comptroller to issue a warrant on the State Treasurer for payment of same.

*of sub order by Pres. sent.*  
*checked by Auditor*  
*Voucher System*  
*checked at book by Auditor*

The Collection of Vouchers.

In the collection of vouchers, they should be either be mailed direct to the parties in whose favor they are drawn, or should be collected by the Auditor and remitted for by him. In the former case, the

*Collection of vouchers.*

Apr. 26, 1904

voucher, when properly approved, becomes a draft on the Comptroller, and is collected by the party in whose favor it is drawn. One objection to this plan, especially during the deficiency period, is that these drafts will be used by the holders as cash items and deposited in bank as such; and, when presented for payment, registered warrants will be issued in lieu of cash payment. This will lead to great confusion and much correspondence.

Another objection is that the Auditor would have no way of verifying the balances as shown by his books with the balances as shown by the Comptroller's and Treasurer's books. When vouchers are issued by the Auditor, they are charged against their respective accounts. These vouchers are only charged by the Comptroller and Treasurer when they are paid. The vouchers issued by Auditor and unpaid by Comptroller would represent difference in balance between Auditor's and Comptroller's books. This would also apply in where a voucher has been issued by the Auditor and lost and a duplicate voucher issued in lieu thereof. If the original voucher was found and presented for payment at a later date, the Auditor would have no way of detecting same. If the above plan should be adopted, special laws should be enacted requiring the Comptroller to report to the Auditor monthly all vouchers paid by him in order that the Auditor shall have proper data for checking his accounts.

If all vouchers were collected and remitted for by the Auditor, the balances, as shown by the books of the Comptroller and Treasurer should agree with the balances as shown by the books of the Auditor at all times. This would enable the Auditor to trace all vouchers issued for payment, and probably would prove more satisfactory to all parties concerned.

For funds that are disbursed by the Auditor for special purposes, not required by law to be deposited in the State Treasury, a voucher check is recommended.

Land Department.

The Land Agent shall be in charge of all University lands. It shall be his duty to keep a permanent record of all such lands, giving full and complete details of same. He shall check up and make a report to date of all lands sold, giving location and number of acres embraced in each sale, the price per acre, rate of interest borne by land notes, amount paid on principal, interest due and past due. An abstract of this report shall be furnished to the Auditor who shall have kept in his office an account with each land note, and provision shall be made for having the State Treasurer furnish the Auditor with a duplicate receipt for all principal and interest paid. The same shall apply to the Land Leases. The Land Agent shall notify the Auditor promptly of all leases made and cancelled, and of all rebates or refunds allowed.

Apr. 26, 1904

Women's Building & University Hall.

The Woman's Building and University Hall shall be under the supervision of the Auditor, who shall prepare proper <sup>books</sup> blanks for keeping a record of the receipts and disbursements of these Dormitories from which monthly statements shall be made by the Auditor to the President, showing the receipts from board and room rent and the disbursement of same.

It shall be the duty of the Lady Manager of the Woman's Building and the Steward of University Hall to keep a register of all students rooming and boarding at the Dormitory, showing the date of entry and withdrawal, and when a student secures room and board, it shall be the duty of said Lady Manager ~~and Steward~~ to issue a triplicate deposit warrant authorizing the Auditor to receive from the

10

student the amount of board and room rent due for the current month. The original deposit warrant, when signed by the Auditor, shall be retained by the student as his receipt, the duplicate by the Auditor and the triplicate returned to said Lady Manager or Steward, showing that the student has paid his or her board and room rent for the current month. It shall be the duty of the said Lady Manager and Steward on the first day of each month, from the register kept by each, to issue triplicate deposit warrants to the students for board and room rent due for the month, and on the tenth day of October, November, December, January, February, March, April and May, the said Lady Manager and Steward shall make a report to the Auditor (on blanks furnished by the Auditor) giving the names of all students and the amount due by each, to whom deposit warrants have been issued, the triplicates of which have not been returned showing that the board and room rent for the current month has been paid.

The Auditor shall have authority to require such additional reports from said Lady Manager, Housekeeper and Steward as will give him a clear insight into the business affairs of the Dormitories, and to require them to keep such books as are furnished to enable them to make all necessary reports, and to furnish the Auditor monthly inventories of the supplies and property on hand at the close of each month.

Matriculation of Students.

Each student shall be required to receive a permit from the Dean before he arranges his courses with the <sup>Advisory</sup> Course Committee. The Auditor shall be authorized to receive all fees due by ~~any~~ students upon his presenting the Dean's permit, upon the back of which his courses are checked off by the <sup>Advisory</sup> ~~Course~~ Committee, showing the fees due, if any, for each course.

Monthly statements

How to pay board

How to pay

How to pay

How to pay

Agent



Aug. 26, 1904

Auditor.

The Auditor shall be the receiving, disbursing and purchasing agent of the University, and shall have charge of the Accounting Department of the Institution. He shall devise and have kept a simple set of books, which shall show all the Assets and Liabilities of the University and all sources of income and disbursements, among which books shall be included a Day Book in which shall be entered in ink each day a complete description of each and every transaction in order that a reference thereto at any time will disclose a full explanation of same. He shall audit the accounts for all expenditures, see that

Page // Cont. to p. 171.

Aug. 26, 1904

Auditor  
Duties of

they are charged to, and covered by proper appropriations, that all items of such proposed expenditures are clearly for the purposes for which the appropriations have been made by the Board of Regents and that they have been properly approved by the persons responsible for such expenditures.

The Auditor shall not pay out funds except upon the previous authorization of the Board of Regents or other officially designated authority, and he shall be responsible for the proper accounting of each and every cent received and disbursed which may be placed in his hands.

The Auditor shall procure and have kept a full, complete and perfect set of books which shall show all the financial transactions of The University of Texas. In such books, under proper and appropriate headings, shall be entered and kept a full, complete, properly classified and perfect system of accounts showing all properties of every kind and description and wherever situated belonging to The University of Texas on the first day of September, 1904, and all subsequent acquisitions, additions to and increase thereof, and in such manner as at all times to clearly, truthfully and fully set forth with proper classification all of the Assets and Liabilities of The University of Texas.

Auditor  
Exp. kept

It shall be the duty of the Auditor to supervise and see that the Bookkeeper shall properly keep all of said books and the accounts therein entered, that said Bookkeeper shall promptly and accurately enter in said books all items of account so as to correctly and completely show all of the financial transactions of said University with all persons, and that at the close of each day said books, and all matters relating thereto, shall be posted and kept complete, and shall never be allowed to get behind, excepting only during the few very busy days of matriculation at the beginning of each session.

Voucher  
Record  
kept

For the purpose of securing prompt attention and preventing loss of bills and accounts, a Voucher Record shall be kept, in which every account and bill against the University, after approval by the person contracting the same, shall be promptly entered, and approved by the Auditor for payment. Said Voucher Record shall show the date of payment of all bills and accounts, and to whom and how the same were paid, whether by check or warrant.

one Ledger.  
Monthly bal-  
ances to the  
President.

All accounts of The University of Texas shall be kept in one Ledger, and the general trial balance shall cover all accounts.

The Auditor shall keep a special record for the purpose of furnishing monthly balances to the credit of each appropriation which he shall promptly and regularly transmit <sup>each month</sup> for the examination of the President and Chairman of the Board of Regents so that they may keep advised of the true condition of the affairs of the University.

Sept. 26, 1904

The Auditor shall act as purchasing agent for all supplies for the University, except those specially authorized by the Board to be purchased by the heads of schools for their laboratories, and no purchases shall be made except upon an order signed by the Auditor of which he shall make and keep a carbon duplicate.

The Auditor shall purchase in bulk, and act as Commissary in keeping on hand, a reasonable supply of stationery, pencils, pens, ink and other office supplies, and he shall keep a complete record against each head of a department or school using the same, and all such supplies charged to the University shall be obtained from the Auditor.

The Auditor shall enter into a bond in the sum of Twenty Thousand Dollars with four or more good and sufficient sureties, conditioned that he will fully and faithfully perform all the duties now required of him or which may hereafter be required of him by the rules, regulations and resolutions of the Board of Regents, that he will faithfully and honestly keep, account for and turn over to his successor, or to such person as the Board of Regents ~~may direct~~ shall direct, and according to the directions of said Board, all monies and ~~all~~ <sup>Vouchers & papers</sup> properties belonging to The University of Texas, or to any Department thereof, and that he will keep and have kept a full and complete set of books which shall ~~not~~ correctly and truly set forth and show all the financial and property accounts, transactions and dealings of said University with all persons, and as required by said Board.

*and shall be responsible for the safe keeping*  
The Auditor shall be the custodian of all property belonging to The University of Texas, not in charge of the heads of the various schools, or special agents and employees of the Institution by authority of the Board, and he shall keep a true and correct inventory of all property in his charge, and shall have authority to require at least annually and oftener if necessary, a statement from such heads of schools, special agents and employees showing the property in their immediate possession belonging to the University.

Special Auditing Examiner.

There shall be appointed annually at the June meeting of the Board of Regents for the ensuing fiscal year an experienced expert Auditing Accountant, who shall be known as Special Auditing Examiner, who shall in no wise be connected with The University of Texas, nor with any one sustaining any official relation or the relation of employee with said Institution, whose duty it shall be to periodically make a full and detailed examination of the office of the Auditor of the University. Such examinations shall be made at least twice each year and oftener if so directed by the Chairman of the Board of Regents, and said Examiner shall, without giving previous notice beforehand,

act  
for all  
Special Auditing Examiner

Sept. 26, 1904

Duties of Auditor, Ex-  
aminer

drop into the office of the Auditor, count the cash on hand, verify the bank account and the balances as shown by the Comptroller's and Treasurer's books, examine and check each and every voucher, see that all are regular and in accord and compliance with the appropriations and regulations of the Board and the authority given, examine and properly audit the books and records, and he shall then prepare and file a written report with the Chairman of the Board of Regents and President of the University, giving in detail any matter of irregularity he may find. Said Examiner shall also, from time to time, make in writing to the Chairman of the Board and <sup>to</sup> the President, any suggestions as to the future needs of improvement in the accounting system of the University, as in the judgment of said Examiner will render more perfect said system

Appropriations, Purchases, Employment, Etc.

The Board of Regents in making appropriations shall plainly specify the purpose for which each appropriation is made, and no expenditure of money shall be made except upon the authority of such an appropriation previously made and entered of record upon the minutes of said Board. ~~In an emergency requiring immediate action, the President of the University and the Auditor may, by concurrent action, incur an expense of not greater than \$250.00, and the Executive Committee of the Board of Regents may, of course, act in any matter at any time.~~

All appropriations shall lapse at the end of the fiscal year unless otherwise specially ordered. By a vote of the Board an appropriation may be made to lapse at any time.

Articles and materials for the University shall be purchased by persons or committees designated by order of the Board of Regents. When none are so designated, the Auditor shall act as purchasing agent.

The Auditor shall issue an order for purchase to persons authorized by the Board of Regents to make purchases, but shall not do so unless the records of said Board show that such purchase has been authorized and that the money for payment thereof has been appropriated. The order shall clearly set forth the articles or materials ordered, and shall state the fund from which the account is to be paid. The order of the Auditor shall accompany all bills of account for purchases, (or said bills shall refer to said orders), on presentation of such bills for audit and payment. But no order for the purchase of furniture, apparatus, or equipment, unless specifically ordered by the Board of Regents, shall be made unless the advisability of such purchase is approved by the President of the University, nor unless the price which it is propose to pay is approved by the Auditor.

whom  
may claim  
Articles.  
Auditor is  
the orders  
Orders to  
be approved  
by the Board



Sept. 26, 1904

General items of appropriation which are not under the direction of any specified School or head of a Department shall be under the direction of the President, and expenditures therefrom shall only be authorized by him.

All persons composing the force of administrative officers, and all other employees of the several Departments, and all members of the Faculty and Instructional force shall be employed and their salaries shall be fixed by the Board of Regents. The monthly pay-roll of such persons shall be approved by the President of the University, but he shall not approve the pay of any person who has not rendered prescribed service during the month, unless such person shall have been previously formally excused by the Board of Regents or by the President of the University under the rules governing the Institution. The Auditor shall have prepared the monthly pay-roll for the approval of the President each month, setting forth for each person the amount of salary for the month, as fixed by the Board of Regents.

Purchases to an amount exceeding \$100.00 shall be let by contract, after competition, unless the character of the materials or articles renders competition impracticable.

Fiscal Year.

The fiscal year of the University shall begin on the first day of September in each year and shall end on the thirty-first day of August next succeeding.

Inventories of Property.

There is a standing order of the Board of Regents requiring the head of each School in the University to keep an inventory book in which to enter in detail all apparatus and other property belonging to said School.

In addition to keeping said book, the Head of each School shall present to the Board of Regents, at its annual meeting in September, an inventory of all apparatus and other property belonging to said School, together with a statement of the condition thereof. Said inventories shall be prepared and delivered to the Auditor on or before July first, previous to said annual meeting, and it shall be the duty of the Auditor to present said inventories to the Board of Regents.

Forbidding Private Use of University Property.

No one connected with the University, in any capacity shall use for his own pleasure or for any other personal purpose any University property of whatsoever description; and no one shall be permitted to re-

General items of appropriation  
Faculty and Instructional force  
The Auditor shall have prepared  
The Main University, located by the vote of the people of the State at Austin, shall constitute all other Departments of the University.  
The ranking Professor of each School or Chair in the University shall be the head thereof and, subject to superior authority as

Sept. 26, 1904

Faculty of the University

It shall be the duty of the Faculty to enact rules and regulations for the conduct of the educational interests of the University subject to the authority of the President and Board of Regents.

President.

The President shall be the executive head of the University, and a member of each Faculty thereof. It shall be his duty to secure efficiency in all of the Departments, and orderly and economical administration and healthful development in all the affairs of the University. He is clothed with all authority needful to that end, and for his acts is answerable to the Board of Regents alone.

Departments of the University.

The University of Texas shall be composed of the Department of Literature, Science and Arts, the Department of Engineering, the Department of Education, the Department of Law, and the Department of Medicine, and such other Departments as may hereafter be established by the Board of Regents.

The Medical Branch, located by the vote of the people of the State at Galveston, shall constitute the Department of Medicine in the University.

The Main University, located by the vote of the people of the State at Austin, shall constitute all other Departments of the University.

Deans.

The Deans of the several Departments of the University shall see to the execution of Faculty Regulations, shall concern themselves about the interests of individual students, and shall see that the courses of instruction are well correlated as practicable, and shall render such assistance to the President as that officer may desire.

The Dean of each Department shall be responsible to the President for carrying out all University policies and for the execution of all established rules or special directions given by any superior authority. The Dean of each Department shall make an annual report in writing to the President on or before the first day of May in each year, in which he shall fully treat of the work in the Department over which he presides. He may make a report or advance suggestions at any time, and shall report to the President whenever requested to do so.

Schools or Chairs.

The ranking Professor of each School or Chair in the University shall be the head thereof and, subject to superior authority as

Faculty of the University  
The Auditor shall have prepared  
The Main University, located by the vote of the people of the State at Austin, shall constitute all other Departments of the University.  
The ranking Professor of each School or Chair in the University shall be the head thereof and, subject to superior authority as

Sept. 26, 1904

policy and course of procedure, he shall be responsible for the quality and efficient progress of the School or Chair, and all subordinates therein shall conform to his views touching the policy of such School or Chair, while they exercise their own originality or genius in carrying it out. When there is no head Professor in a School or Chair, the President shall designate who shall act as such until a head Professor shall be appointed. Subordinates in any School or Chair and particularly Associate Professors shall be entitled to offer to the head Professor thereof such suggestions as they may see fit concerning the general policy of the School or Chair; but the final determination of that policy shall rest with the head thereof and with the authorities superior to him. Such head Professor shall make all reports for his School or Chair, shall prepare estimates for the expenses thereof, and shall be responsible for the distribution and expenditure of funds appropriated for it.

Dean of Women.

The Dean of Women shall be charged with the general oversight of all the women students of the University. She shall seek to become their representative, guide and friend. It shall be her duty to aid and advise them in their University work and in social life, to the end that the highest attributes of independent and true womanly character may be developed.

The Dean of Women shall seek the improvement and extension of those lines of University work in which women students are most interested, and she shall endeavor to enlarge all instrumentalities which will promote their physical and intellectual vigor.

Employment.

It is assumed that all persons worthy of employment in the University will be interested above all else in developing the work of the Department to which they <sup>respectively</sup> belong, will have no interest incompatible therewith, and will give the utmost of their powers at all times to the promotion of that end.

The importance of rest and recreation to teachers is recognized, and it is desired that all shall have reasonable vacations, and shall use their vacations rationally to promote the ends for which they were afforded; but it must not be supposed that the vacation of the Faculty extends from Commencement day to the day which instruction begins in the Fall. All members of the Faculty will be expected to be in actual attendance up to the 15th day of June and on and after the 15th day of September, except on leave extended for special reasons, by the President of the University; and that during the intervening time they shall keep the President notified of their whereabouts and will respond quickly for service.

Faculty to attend till June 15 and on Sept. 15. Keep the President notified

Sept. 26, 1904

Credit to service

Summary dismissal

Notice of resignation

Notice of resignation

Notice of resignation

Notice of resignation

Notice of resignation

Notice of resignation

Notice of resignation

Notice of resignation

It is the desire and intention of the Board that all competent and efficient teachers shall feel secure in their positions and remain permanently in the service of the University; but experience shows that it is necessary <sup>for the Board</sup> to reserve the legal right to terminate service at any time for any reason which in the judgment of the Board ~~is in the interest of~~ <sup>the University shall require</sup> and all employment must be accepted upon this condition. No summary dismissal will be made, except for conduct prejudicial to the University, ~~or without opportunity for a hearing, if the facts are disputed.~~ When service is terminated by the Board for other cause than misconduct, notice will be given at the earliest time practicable; and in case a member of the Faculty intends to leave the service of the University, it is but fair that the President of the University shall be advised, at least as soon as the purpose has been determined upon. In case a resignation is presented to take effect at some future time, the Board will exercise the right to terminate the service at that time, or at some earlier date, as may seem just to all interests involved. In case a member of the Faculty enters upon regular employment elsewhere before the termination of service in the University that fact will work a termination of service and cessation of salary here. Absence from ordinary service in the University for any other cause than sickness, must be with the approval of the President, if for less than ten days; and if for a longer time,

with the approval of the Board of Regents. For any failure to comply with all the conditions of loyal and interested service, which are an honorable obligation upon all members of the Faculty, the Board of Regents will feel free to withhold salary so far as the interest of the University and justice to others may seem to demand.

Merit basis for University positions.

All University positions should be kept upon the merit basis. No officer or employee should be removed except for good cause, and whenever an appointment is made it should be made solely with regard to the special fitness of the appointee. Appointment of a relative of a member of the Board, or of any other person occupying an influential position in the University, is wholly disapproved. Political, social, fraternal, or church influences are to be altogether ignored, and every appointment must be made upon the merit basis. The President and other officers of the University are to feel fully assured that the Regents will heartily support them in acting upon this principle.

Attending Teachers Associations.

Members of the Faculty should be disposed to attend, at least occasionally, and at their own expense, Educational Associations, because of the obligations all teachers are under to sustain such associations, and the same rule should apply to attendance by members of



Sept. 26, 1904

the Faculty upon meetings of associations of his own special class or calling for the promotion of the particular line of work in which he is engaged, because such attendance is in the interest of his own efficiency rather than of the University representation. Beyond this the President of the University is authorized to determine at what meetings it seems sufficiently important that the University shall be represented to justify the expense thereof; he shall feel free to attend such meetings himself, if he thinks it desirable to do so; and if not, he shall arrange for such representation as he thinks proper, and that the expense thereof be a University charge.

Services Rendered the University.

No member of the Instructional force of the University shall be employed in any work which does not naturally come within the scope of his duties, and for which additional compensation ~~is to be~~ expected, without the approval of the President of the University and the action of the Board of Regents in regular session.

Library.

All books, pamphlets, maps, etc., (other than account books

20

and books of record) purchased with funds of the University, shall be deemed to belong to the University Library.

All parts of the Library shall be in the custody of the Librarian, who shall be responsible for the condition of the same.

All reference books and all <sup>current</sup> periodicals, magazines and newspapers, shall be made as easy of access as practicable to all patrons of the Library, and no limitations not necessary to their preservation shall be placed upon their free use.

All other books, except such as are referred to in the next paragraph, shall be delivered for use by the Librarian or his assistants only, upon a proper call.

Books which are purely technical and relate to the work of a single school or Department only may be taken out by that School or Department under such regulations and for such time as the Librarian may determine; but the Librarian shall not thereby cease to be responsible for their safe keeping and proper use.

The Librarian may make and enforce such rules for the government of the Library as are approved by the President.

End of regulations on Business System.

Library books.  
Library books.  
Library books.  
Library books.  
Library books.

Sept. 26, 1904

Report on University Hall.

The following report was presented to and adopted by the Board:

"The special committee to whom was referred the matter of University Hall, has had the report that they have examined into the matter, and to recommend that the rent collected for rooms for the session of 1904-5 shall be chargeable with the sum of \$2025.00 distributed as follows, and to cover the items named:-

3 janitors at \$93 per month for 9 months -	\$837.00
1/2 salary of A. Pool, \$25 per month for 9 mos. + room rent 9 mos @ 50¢ per mo.	252.00
Water & Light	536.00
Furnitures, to include matting for halls and Texas Handkerchiefs,	250.00
Janitor Supplies,	100.00
2/3 of \$75 allowed A. Pool for services in September	50.00
	<hr/>
	\$2025.00

"That the remainder of the amount collected from room rent shall be kept as a reserve fund to cover cost of plumbing, painting, varnishing, etc. - The plumbing, wiring, etc. shall be done under the supervision of the University.

"That all other expenses of University Hall shall be chargeable to and collected from income from Board; and that no liability shall accrue against the University for board or supplies to be used therefor. - That the Prof. of Electrical Engineering, under the direction of the President, shall look carefully into the matter of the electric wiring of University Hall, and have the same adjusted and corrected so as to comply with the insurance requirements, and to provide for the safety of the occupants of the building." Signed T. W. Gregory, Secy. of Board.

University Hall, etc.  
plumbing, etc.  
wiring, etc.  
electrical engineering

Inspector of Affiliated Schools. See p. 182.

Inspector of Affiliated Schools.  
\$3,000 salary

On motion of regent Gregory, the following resolution was adopted: "Resolved that the position of Inspector of Affiliated Schools be and the same is hereby created, with an annual salary of three thousand dollars (\$3,000), the holder of the position to be a full professor in rank, with a vote in the faculty.

That he take charge of the University's relations with the schools that are and with those that shall be affiliated, carrying out the regulations of the regents and faculty, but being subject to the supervision and control of the President alone; and that he perform such other duties as the President may direct. And that his duties and salary begin on Jan. 1, 1905; and the sum of \$3,000, or so much thereof as may be necessary, is hereby appropriated for the salary and expenses of said Inspector during the present fiscal year.

Salary begin Jan. 1, 1905

Rules for Library

Oct. 26, 1904

Regents Boyer, Gregory, Smith, were appointed a committee to select mechanics appropriate to the death of Professor Robert Livingston Gould, for many years Prof. of Law in the University of Texas.

The matter of a Hospital fund for University Hall to be contributed by the bookbinders at said Hall, was referred to the finance committee for report at the next October meeting.

The Board of Regents approved the change of the price of table boards at University Hall in Austin from ten to eleven dollars per month.

John W. Hopkins, of Galveston, was elected Inspector of Affiliated Schools.

Previous to this election, Regent Henderson expressed his unwillingness to enter upon an election at this time.

Charles B. Winn was elected Auditor for the University at a salary of \$2,000 per annum, beginning Sep. 1, 1904.

William M. Milby was elected Book-keeper for the University at a salary of \$900.00 per annum, beginning Sep. 1, 1904.

On motion of Regent Brackenridge, it was Resolved that all appropriations for the maintenance of the Laboratories and for the purchase of the equipment for the several schools at the Main University be paid out of the Available University funds so far as the same is practicable; and this shall be subject to all appropriations made by the Board for the erection of buildings and other permanent improvements.

Oct. 18, 1904

Oct. 18, 1904. Austin, Texas.

At a regular meeting of the Board of Regents, held this day, Messrs. Brackenridge, Gregory, Bain were present.

The President presented the following matters to the Board, which on motion were approved and authorized:

Eunice Aden

1. The employment of Miss Eunice Aden as Assistant to Miss Wright in the Woman's Gymnasium, at a salary of \$150.00 for the session of 1904-1905, to be paid out of the appropriation, \$250.00, made for the Woman's Gymnasium for the said session.

Edna Leavell

2. Miss Edna Leavell was granted permission to change her boarding place from the Woman's Building, upon condition that she pay her room-rent and board to the first of November, 1904.

John in Physics

3. The President was authorized to arrange with the head of the School of Physics to employ a fellow or Student Assistant in the School of Physics, salary to be paid out of the appropriation or fees belonging to this School for the session 1904-5.

Woods - \$500 additional or made to book of buildings

4. In consideration of the purchase of guards for the windows of the basement of the Main Building by the Proctor, acting under the authority of the Board, and the fact that no appropriation had been made therefor, which required the price of these guards, \$424.00, and the estimated cost of putting up the same and incidentals connected therewith, \$76.00, to be charged to the account of Improvement of Buildings, an additional appropriation of \$500.00 to the credit of said account was made.

Power house to University Hall 1905 changed to Campus

5. The President reported that it would be necessary to reconstruct the brick tunnel running from the Power House to University Hall, which had been disconnected on account of the location and erection of the Engineering Building, and that the same would cost about \$75.00, which would be charged to Campus Fund.

Water pipes in down spouts

The President further reported that the several lines of piping connecting with the down spouts from the Main Building had also been relaid and the down spouts re-connected with same, and that the expense of this had also been charged to the Campus Fund.

Coal house \$500 for

6. The President recommended the construction of a tool and supply house at the base of the water tower so as to inclose the same, to be of hexagonal shape, and some fifteen feet high, with the roof hipped to the center, with galvanized iron cover, and having a diameter of about sixty feet, and the sum of \$500.00, or so much thereof as might be necessary was appropriated for that purpose.

Coal bin, poultry house, stand for slop barrels changed to Woman's Building

7. That a coal bin and house for poultry and stand for slop barrels had been placed at the Woman's Building near the steps on the north side thereof for the accommodation of said Building, at a cost of \$15.55, which was charged to the account of Woman's Building.



Oct 18, 1904

8. That the gas pipe laid between the Main Building and University Hall had been pulled up and disconnected in grading the ground between said buildings, and that the pipe would have to be replaced and the expense thereof charged to Campus Fund.

9. That Mr. G. L. Webster, of Paris, Texas, had filed his petition to have refunded \$10.00 paid by him as a matriculation fee, stating that he had withdrawn from the University and did not expect to return, and that the cause of his withdrawal was that his financial circumstances were somewhat strained. ~~The board~~ declined to refund this sum, but authorized the Secretary to notify Mr. Webster that in case he should return to the University he should be allowed credit for the \$10.00 paid on his matriculation fee.

10. That Coughlin & Ayres, Architects, had asked that the balance due them on commissions on the Engineering Building be paid them in order that they might settle with the contractors who repaired the roof of the Woman's Building. It was ordered that Messrs. Coughlin & Ayres get full acquittance from the contractors who repaired the work on the roof of the Woman's Building, and that, on filing such acquittance and receipting the account for their commissions, the amount due them should be paid.

11. The following resolution defining the title and duties of the Inspector of Schools was adopted in lieu of and as a substitute for the resolution passed at the last meeting of the Board: See ante p. 179.

Resolved:

That the position of Inspector of Schools be and the same is hereby created, with an annual salary of Three Thousand (\$3,000.00), Dollars, the holder of the position to be a full Professor in rank with a vote in the Faculty.

That he discharge such duties as may properly fall within the province of the inspection of schools that are, and of those that should be, affiliated, carrying out the regulations of the Regents and Faculty, but being subject to the supervision and control of the President alone; that he perform such other duties as the President may direct, and that his duties and salary begin on January 1st, 1905, and the sum of \$3,000.00, or so much thereof as may be necessary, is hereby appropriated for the salary and expenses of such Inspector during the present fiscal year. See p. 204

12. That the Board of Trustees of the Austin High School had fixed as a laboratory fee the sum of \$25.00, for the session 1904-1905, for those students in the School of Education in the University taking Manual Training under the direction of Professor Hundsen in the Austin High School.

13. In view of the resignation of Mr. Lewis B. Bibb, Student Assistant in French, and the inability to secure another suitable Student Assistant, that this work be transferred to Miss Alice Hubbard, Tutor in Spanish, and that she be allowed as compensation therefor the sum of \$120.00, which had been appropriated for the payment of Mr. Bibb, provid-

See p. 179

G. L. Webster

Coughlin and Ayres

Inspector of Schools

See minutes of Jan. 18, 1905 p. 204

Manual Training in Univ. as a laboratory fee the sum of \$25.00, for the session 1904-1905, for those students in the School of Education in the University taking Manual Training

Alice Hubbard to teach Spanish

Oct 18, 1904

ed that this action should not constitute a precedent for the future.

14. The terms of employment of Mr. H. W. Hill, Instructor in English, were so modified as to authorize his employment for the Session of 1904-1905 at an annual salary of \$1000.00, for which an appropriation had been made heretofore.

15. The President presented the report made by the Faculty of the University in regard to the Summer School, bearing date October 4th, 1904, and which is as follows:

To the Faculty of The University of Texas:

In July last a committee, consisting of Professors Simonds, Fay and Benedict, was appointed to investigate the needs of the Summer Schools and to submit recommendations with respect to the future work of these Schools. The entire question was carefully considered by this committee, and its report, which was thoroughly discussed at two or three meetings of the Faculty of the Summer Schools, was adopted substantially as it was presented. In accordance with the instructions of the Faculty of the Summer Schools, I submit these recommendations and ask that they be submitted to the President and Board of Regents with the approval of the Faculty of The University of Texas:

I. Recommendations as to the work of the Summer Schools for 1905:

1. That the session open on Saturday, June 17th, and close Friday, August 4th, 1905.
2. That the Regents be requested to raise their appropriation for the Summer Schools from two thousand to three thousand dollars.
3. That salaries of two hundred and fifty dollars each be increased to three hundred; of one hundred and seventy-five dollars to two hundred dollars; of one hundred and thirty-five dollars to one hundred and fifty dollars; other salaries in approximately the same ratio. Salaries are not to be guaranteed by either the Regents or the Executive Committee of the Summer Schools, following the present custom.
4. That instruction in second and third grade subjects be offered in the Summer Normal to persons registering for first grade, permanent, or for permanent primary certificates.

II. Recommendations as to the work of the Summer Schools after 1905:

1. That all of the expenses of the summer session of the University be defrayed out of the University funds derived from registration fees paid by Summer School and Summer Normal students and from special appropriations made by the Board of Regents, the semi-private nature of the present Summer Schools ceasing to exist, the Summer School Budget for instruction and incidental expenses then being fixed by the Board of Regents.
2. That a nominal registration fee of five dollars be charged the student of the Summer Session, the thirty-dollar limit applying.
3. That, in the Summer Normal, instruction be offered in second and third grade subjects to candidates for first grade, permanent, or permanent primary certificates.
4. That in the Summer School, advanced, as well as elementary, courses be given. As many advanced courses should be offered as the income of the Summer Schools will permit and in accordance with the demand for such courses.
5. That the Summer School and the Summer Normal be suitably advertised in the regular advertisements of the University and in any other proper way. The Summer School and Summer Normal are important parts of University work; in no other way can the University render itself so useful at so little outlay; and in this way the University can honestly and effectively make its merits better known to the people of the State.
6. That the Board of Regents provide the sum of six thousand dollars annually from University funds for the maintenance and support of the Summer School and the Summer Normal.

The Summer School and the Summer Normal now register slightly more than half as many students as the Academic Department. The average of effort and accomplishment is, at least, as good as in the regular session. Hence, so far as such matters are capable of arithmetical statement, the Summer School and the Summer Normal furnish at least half as much

H. W. Hill

Summer School

Open June 17 classes Aug 4

work after 1905

expenses how paid

Registration fee

Advanced courses given

advertised

\$6,000

Oct 18, 1904

per month as the regular Academic Department, which costs more than ninety thousand dollars per annum, or more than ten thousand dollars per month for nine months. On this basis, a seven week term for half as many students would justify an appropriation of eight thousand dollars and upwards, to be expended upon instruction, supervision and incidental charges. It is recommended, however, that for the Summer Session of 1906 the appropriation be fixed at six thousand dollars, though this sum will be inadequate to meet satisfactorily the demands that will be made upon the Summer School and Summer Normal, to say nothing of the still greater demands that will afterwards assuredly follow the enlarged opportunities to be offered in these schools.

Very respectfully,

(Signed) W. S. Sutton,  
Dean of Summer Schools

The recommendations of the report were, on motion, approved in so far as the same relate to the Summer Schools for 1905, and the sum of \$1,000.00 in addition to the appropriation heretofore made of \$2,000.00 was made for the support and maintenance of the Summer schools for 1905; action upon the recommendations as to the work of the Summer Schools after 1905 was deferred to a future meeting of the Board of Regents.

16. The action of the Board in regard to accepting the resignation of Dr. L. Milburn, Demonstrator at the Medical College, was reconsidered, and, in consideration of the services rendered by him, he was allowed to receive the salary of \$100.00 which was due for the month of September, 1904.

17. The sum of \$150.00, or so much thereof as might be necessary, out of the funds belonging to the Medical College, upon recommendation of the Faculty and President, was appropriated to pay the actual travelling expenses of two or three eminent medical men in the State who shall be invited by the Faculty to give lectures before the students, to which the public may be invited, on practical and urgent medical questions, such as the prevention of fevers, insanity, and the dissemination of contagious diseases.

18. The President was authorized to so secure the doors and windows and other means of entrance to the Main Building as to prevent any entrance thereto after night except through the front door, on which is to be placed a Yale lock, with keys issued only to such persons as are approved by the President, of which a register is to be kept so that the night watchman may know who is authorized to be in the building at night.

19. The President was authorized to so secure the doors and windows and other means of entrance to the Main Building as to prevent any entrance thereto after night except through the front door, on which is to be placed a Yale lock, with keys issued only to such persons as are approved by the President, of which a register is to be kept so that the night watchman may know who is authorized to be in the building at night.

The suggestion of the President that a fire proof partition wall, with double doors in the center, should be erected in the hall-way in front of the Library, on the first floor, so as to constitute an ante-chamber to the Library, in which should be placed the newspaper and magazine racks for the accommodation of the students, and for the purpose of securing greater quiet in the Library as a place of study for the students, was approved by the Board. The cost of this improvement is to be charged to the account of Improvement of Buildings.

*From Dr. Milburn, of Medical College, allowed \$100 for Sep, 1904.*  
*\$150 for to charge to Medical College funds.*  
*Entrance to Main University*  
*Partition wall of Library*

Oct 18, 1904

dents, was approved by the Board. The cost of this improvement is to be charged to the account of Improvement of Buildings.

19. The resignation of Mr. J. W. Curd, as Fellow in the School of Botany, who had accepted an important position in the El Paso High Schools was accepted, and Miss Perle Penfield, a Senior, and Miss W. S. Caldwell, a Sophomore in the School of Botany, were each made Student Assistant at a salary of \$100.00 each for the session of 1904-5, with the understanding that this action of the Board should form no precedent for the future.

20. The President presented the bond of Chas. B. Winn, Auditor of the University, in the sum of \$20,000.00, with A. P. Wooldridge, Geo. W. Littlefield, H. A. Wroe, and R. L. Brown as sureties thereon, which bond was received and approved and ordered to be recorded by the Secretary in a separate book to be kept therefor, under the recently adopted Rules for the Government of the University.

21. The President reported that the Jewish Community of Galveston, Texas, had presented to the Library of the Main University the Jewish Encyclopedia. The President was directed to express the appreciation of the Board of Regents to the donors through a proper channel.

22. The dark room in the laboratory of Dr. Ellis was authorized to be transferred to the Chemical Laboratory, with the understanding that the School of Chemistry should be charged with all expenses of its removal and should also be charged with the dark room hereafter to be returned upon its inventory, and that the School of Education should be credited upon its inventory with said dark room.

23. The matter of the division of the funds for the musical organizations in the University and the engagement of persons to direct same was left over for the investigation and decision of the President.

24. The President was authorized to have the water tower and the supports thereof painted such color as he might think best, and it was stated that the cost thereof would probably amount to \$125.00.

25. The President read a copy of the report which had been prepared for the Board of Education by him for the Chairman of the Board and sent to Chairman Henderson for his signature. The report was approved by the Board.

The President then read a communication from the Professor of Education in relation to changing that School into a Department, and looking to the establishment of certain Scholarships for teachers, and which it was contemplated should be incorporated in substance in the report to the Legislature, which report was in substance approved.

The President also read the portion of the report relating to the Mineral Survey, which had been prepared for said report, and the same was approved.

*Grand Jury*  
*Miss Penfield*  
*Miss Caldwell*  
*Student Assistant*  
*in Bot.*  
*Winn's bond*  
*Jewish Encyclopedia*  
*Dark room*  
*Chemical Laboratory*  
*Medical Organization*  
*Water tower*  
*Painted*  
*Report for Board of Ed.*  
*Chairman Henderson*  
*Chairman of Board*  
*Professor of Education*  
*Mineral Survey*



Oct. 18, 1904

Statistics

The President then presented certain tables which had been compiled, giving statistics of the University, which were to be incorporated in the report of the Regents, which were discussed and authorized to be incorporated therein.

Subjects in report

The President further stated the subjects that were to be treated of in the report, and these also were approved.

App. Medical

The President also submitted a statement of appropriations needed for the University for the two years of 1905-1906 and 1906-1907, which was approved, and is as follows:

1905  
1906-1907

Appropriations Needed for University

The amounts which will be required from the general revenue to pay salaries and current expenses for each of the two years beginning September 1st, 1905, and ending August 31st, 1907, will be as follows:

Main University at Austin-----	\$165,000.00
Medical Branch at Galveston-----	67,500.00
	<u>\$232,500.00</u>

The amount which will be required from the general revenue to conduct the Mineral Survey for each of the two years

beginning September 1st, 1905, and ending August 31st, 1907, will be-----	\$15,000.00
For the period unprovided for, from March 28th, 1905 to August 31st, 1905-----	6,375.00

Main University, Austin.			
Estimated Expenses for the Years		1905-6	1906-7
Present Salaries (see Exhibit)	\$137,978.34		
Additional Salaries	9,000.00	\$146,978.34	\$146,978.34
Current Expenses	30,156.66		
Schools & Laboratories	10,200.00		
Workshop	1,500.00	41,856.66	41,856.66
164 Scholarships in School of Education		16,400.00	16,400.00
Buildings and Permanent Improvements		67,500.00	67,500.00
For the Mineral Survey for the two years beginning Sept 1, 1905 ending Aug 31, 1907		\$272,735.00	\$272,735.00
Plus for period unprovided for from March 28, 1905 to Aug 31, 1905		15,000.00	15,000.00
		6,375.00	
Estimated Income for the Years		1905-6	1906-7
Available Fund			
Interest on State Bonds	\$31,365.00		
Land Leases (estimated), \$75,000 less 10% margin	67,500.00		
Notes (estimated) interest on	2,000.00		
Matriculation fees (estimated)	6,870.00	\$107,735.00	\$107,735.00
Appropriation needed for general revenue		165,000.00	165,000.00
		\$272,735.00	\$272,735.00
Appropriation needed from general revenue for Mineral Survey as above		15,000.00	15,000.00
		6,375.00	
Medical Branch, Galveston.			
Estimated Expenses for the Years		1905-6	1906-7
Salaries		\$42,986.66	\$42,986.66
Chairs & Laboratories		6,400.00	6,400.00
Current Expenses		5,613.34	5,613.34
Laboratory Hall		\$55,000.00	\$55,000.00

January 17, 18, 1905

At a meeting of the Board of Regents held this day, Chairman Henderson and regents Chapman, Browning, Bryan, Gregory were present.

State School

On motion of regent Gregory, it was ordered that the request for the appropriation of \$16,000 by the Legislature for scholarships be stricken from the Board's report to the Legislature.

The Board adjourned to 3 P.M. to-day.

Meeting

3 P.M. Jan. 17 - The Board met pursuant to adjournment, Regents Braessmidge, Chapman, Browning, Bryan, Gregory being present. Nothing was done, and the Board adjourned to 10 a.m., Jan. 18.

Jan. 18, 10 a.m., 1905.

The Board met, regents Braessmidge, Chapman, Gregory, Chapman, Browning, Bryan, being present. The minutes of the meeting held Oct. 18, 1904, were read and approved.

Report of the President

The following report by the President was read and approved by the Board, being dated Jan. 17, 1905.

MAIN UNIVERSITY.

1. Attendance:

Attendance at University

The registration in the Main University at the present time is 964, being 138 more than at the same period last year. The registration at the Medical College is 246, being 14 more than at the same period last year. The total increase at this time over last year is therefore 152..

1st Term

2. First Term's Work, 1903-4.

It is gratifying to announce that Dean Carter advises me that the work of the first term of the session 1903-4 at the Medical College has been quite satisfactory.

At the Main University the work of the first term of the session 1903-4 is perhaps the most satisfactory in the history of the Institution. The records of only five students at the Main University were so unsatisfactory as to require that their parents should be written to during the Holidays. Of this number two remained at home and three returned to the University. The three who returned have been placed upon probation, and I am advised that two of them give promise of doing satisfactory work, while one is yet doubtful.

