

UCCSN Board of Regents' Meeting Minutes

December 10-11, 1949

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REGENTS MEETING

December 10, 1949

The regular meeting of the Board of Regents was called to order by the Chairman at 9:15 A.M., December 10, 1949, in the office of the President. Present: Regents Hilliard, Sheerin, Arentz, Ross and Acting President Parker. A phone call from Mr. Cahlan informed the Regents that he was snowbound in Hawthorne and would be unable to continue on to Reno to attend the meeting.

Reporter Robert Bennyhoff and Bryn Armstrong came into the meeting at 9:20 A.M.

Motion by Mr. Sheerin passed unanimously that the reading of the minutes of the previous meeting, August 26-27, 1949, be dispensed with, in view of the fact that each member of the Board had received a copy, and that they be approved as submitted.

Mr. Springmeyer of the Legislative Counsel Bureau came in at 9:25 A.M. and remained with the Regents throughout the day.

Comptroller Hayden was present for the following recommendations:

(1) Claims

Motion by Mr. Sheerin passed unanimously that the following lists of claims, approved by the Executive Committee, be approved:

List No. 2, Regents Checks Nos. 90-25 to 90-47, inclusive, totaling \$109,027.79.

List No. 2, State Claims Nos. 90-28 to 90-50, inclusive, totaling \$43,228.50.

List No. 3, Regents Checks Nos. 90-48 to 90-72A, inclusive, totaling \$198,450.87.

List No. 3, State Claims Nos. 90-51 to 90-86, inclusive, totaling \$81,725.09.

List No. 4, Regents Checks Nos. 90-73 to 90-101, inclusive, totaling \$215,085.33.

List No. 4, State Claims Nos. 90-87 to 90-118, inclusive, totaling \$83,792.14.

List No. 5, Regents Checks Nos. 90-102 to 90-131, inclusive, totaling \$199,497.11.

List No. 5, State Claims Nos. 90-119 to 90-153, inclusive, totaling \$83,214.44.

(2) Bureau of Community Facilities

On October 1, 1949, the Comptroller was requested to execute a Transfer, Receipt and Agreement covering certain equipment received from the Bureau of Community Facilities. Chairman Ross signed the document in accord with a previous resolution of the Board of Regents. The Bureau of Community Facilities, however, requests a resolution by the Regents ratifying the action of the Chairman.

Motion by Mr. Hilliard passed unanimously that the following resolution be adopted:

RESOLVED, that the action of Chairman Ross in signing the Transfer, Receipt and Agreement, dated October 1, 1949, between the United States of America and the University of Nevada respecting certain equipment described in such Transfer, Receipt and Agreement, be ratified, confirmed and approved; and that Chairman Ross be authorized to sign, for the Board of Regents, all future documents of Transfer, Receipt and Agreement pertaining to the above equipment.

(3) Postal Telegraph Stock

Letter under date of August 29, 1949 from the Receiver of Postal Telegraph, Inc. was presented notifying the University that "the Receiver in Dissolution of Postal Telegraph, Inc. was authorized to pay a final liquidating dividend upon each share of the common stock of said corporation upon the filing by each owner thereof of a proof of his ownership of such shares in the form prescribed by the Chancellor, together with the certificates

evidencing said shares and any assignment or other instrument evidencing the ownership thereof."

Motion by Mr. Sheerin passed unanimously that the Comptroller be authorized to comply with the above request in completing proof of ownership and forwarding certificates for 2400 shares of Common Stock \$1 p. v., Certificate Nos. JC-6962 to JC-6985, inclusive, in the Mackay Fund.

(4) Jewett W. Adams Scholarship Fund

At a meeting of the shareholders of the Bank of California, held October 11, 1949, the necessary amendments to the Articles of Association were adopted to change the par value from \$100 to \$20 and the number of issued and outstanding shares was increased from 85,000 to 425,000.

Motion by Mr. Hilliard passed unanimously that the Comptroller be authorized to send Certificate #09212 covering 20 shares of this stock owned by the Jewett Adams Fund, to the Bank of California so that a new certificate for 100 shares can be issued.

(5) Security National Bank

Pursuant to Regents' action of February 18, 1946, Federal Account #1, consisting of Experiment Station Funds, was transferred from the First National Bank to the Security National Bank. Government bonds have been placed in trust with the Wells Fargo Bank guaranteeing our deposits with them and the Comptroller's office holds the trust receipt.

Motion by Mr. Arentz passed unanimously that, because of various maturity dates on the bonds placed in trust, at which times the Bank will wish to substitute new bonds for some of those in trust, the Comptroller be authorized to make such substitution when necessary.

(6) Retirement Pay

In view of the fact that the University is now paying pensions on two different scales - those retired under the emeritus system receiving 1/4 of their average salary for the 5 years previous (except in cases of special agreement), and those retired under the present Retirement Plan receiving 1/3 of their average salary for the 5 years previous - Colonel Parker recommended that those being paid on a 25% basis be increased to the 33 1/3% basis.

An opinion from the Attorney General stated that the Regents had the right to make this increase.

The following statement of proposed increases was presented by Mr. Hayden:

Name	Present Monthly Salary	Proposed Monthly Salary	Incr.
Walter E. Clark	\$ 150.00	\$ 150.00	\$.00
Peter Frandsen	75.00	100.00	25.00
Robert Stewart	100.00	133.33	33.33
Katherine Riegelhuth	75.00	100.00	25.00
C. M. Beckwith	50.00	66.66	16.66
H. P. Boardman	75.00	100.00	25.00
C. L. Brown	37.50	50.00	12.50
Jeanne E. Wier	75.00	100.00	25.00
Sarah L. Lewis	75.00	100.00	25.00
J. D. Layman	112.50	112.50	.00
J. E. Church	81.25	108.33	27.08
Total	\$ 906.25	\$ 1,120.82	\$ 214.57
Yearly Basis	\$10,875.00	\$13,449.84	\$2,574.84

Motion by Mr. Arentz passed unanimously that the above recommendation be approved, effective January 1, 1950.

(7) Recommendations on Personnel

The President presented the following recommendations on personnel:

Library

- a) That, effective November 15, 1949, Mrs. Islay Stephen be appointed as Reference Librarian, at a salary of \$3000 per year, in the place of Miss Georgia Marshon, resigned.
- b) That, effective November 8, 1949, Mrs. Caryl H. Moore be appointed as Loan Librarian, at a salary of \$2800 per year, in the place of Mrs. Sibylla Gibson, resigned.

Geology

- c) That, effective September 1, 1949, Mr. Conrad Martin

be appointed as Instructor in Geology for the Fall semester, 1949, at a salary of \$1600 for the semester, in the place of Mr. Robert Prince, resigned.

Motion by Mr. Hilliard passed unanimously that the above recommendations on personnel be approved.

(8) Agricultural Economics

The President presented Director Wittwer's request that an additional Instructor be employed in the Department of Agricultural Economics for the Spring semester 1950, so that all courses in the Department necessary for graduation can be taught.

Motion by Mr. Arentz passed unanimously that the Board approve the above request and that the President be directed to have an investigation made into the courses offered by the Department of Agricultural Economics and the Department of Economics with a view to avoiding duplication in the two Departments, and that a report of the investigation be submitted to the Regents in time for their consideration before plans are completed for the Fall semester.

Comptroller Hayden presented:

- (a) Statement of general funds showing an estimated balance as of December 30, 1949 in the amount of \$18,857.62.
- (b) Statement of final cost of Hartman Halls in the amount of \$47,167.72.
- (c) Report on salary adjustments. In accord with Regents' action at their last meeting, a restudy was made of the salary adjustments due those effected by the change from 12 to 10 months basis, and approvals of the amounts obtained from those individuals, so that a final satisfactory settlement can now be made. Cost to the University amounts to \$4,442.88.

The Comptroller left the meeting at this point.

Churchill County Farm Bureau Committee

At 10:15 A.M. the following representatives of the Churchill County Farm Bureau appeared before the Regents: Harry Corkill, Chairman of the Committee, Roy Watkins, President

of Churchill County Farm Bureau, Ralph Lattin, Don Chapman, Charles Frey.

Mr. Corkill opened the discussion by stating that at the last meeting of the Board of Directors of the Churchill County Farm Bureau it was decided to file a protest of the curtailment of staff at the Extension Office in Churchill County in the transfer of James Jensen, Assistant County Agent, from the Fallon office to Tonopah. He pointed out that the boys and girls 4-H Club work has made great progress in the 3 years of Mr. Jensen's service and that citizens of Churchill County feel the work should continue on its present level. He said that Mr. Jensen was transferred without any reason given and without consultation with the Farm Bureau Board, and, so far, as can be determined, without a replacement, though on other matters Mr. Creel had asked the advice of the Farm Bureau Board. Mr. Corkill then asked for an investigation by the Board of Regents into the affairs of the Agricultural Extension Service, stating that investigation of this one phase of Extension work would naturally lead to investigation of others.

Colonel Parker spoke briefly for the University, stating that the budget presented for County Extension work had been out in the Legislature and that then was the time for those interested to do something about it.

Mr. Creel explained that the Agent for Churchill County has been paid by a federal grant from the Department of Agriculture. This made possible the assignment of Mr. Jensen to Churchill County on a 1/2 time basis. In order to increase his salary, however, it was necessary to promote him to a higher position as County Agent. Mr. Creel further expressed his sympathy with the situation in Churchill County and promised to continue to ask, at the proper time, for continuance of the federal grant. He pointed out that Churchill County has reduced its contribution in support of the County Extension work by about 40%.

In reply to Mr. Creel, Mr. Corkill stated that he feels there is no lack of money, but that too much is being spent on administration and not enough in the field. He stated that personalities are not involved in the argument.

Mr. Frey spoke on behalf of the services of Mr. York, the County Agent, and expressed the feeling that Mr. York could not carry on the work without an Assistant. There was some fear, therefore, that the services of Mr. York would be lost,

also.

Mr. Watkins said that he is proud of the 4-H work in his County. He hoped that all concerned could get together so that it could continue.

Mr. Chapman, father of 3 boys, all in 4-H work, praised the program and what it does for both boys and girls, now and in later life. He protested, also, the overhead in the Extension Service on the Campus and called attention to salary increases granted to administrative personnel.

Colonel Parker asked the question, "Would you be willing to leave the responsibility to this office to investigate and submit to you a report, giving figures showing you that Churchill County is or is not getting its share of federal funds and State funds, and then we will ask you the question of whether you are contributing your share of County funds?"

Mr. Lattin, State Senator, challenged the inference that the Legislature had not been actively interested, but stated that they felt there was sufficient money appropriated to carry on the work. He stressed the need for and the value of Extension work to the farmers, as well as 4-H Club work for the children. He felt that the problems were not County but State problems and should be met on that basis. He deplored government regulations which grant funds upon ever increasing appropriations from the State.

Mr. Corkill thanked the Regents for their time and attention and offered to furnish any information needed by the Regents in their consideration of this matter.

Colonel Parker thanked the group for their interest and promised that the case would be studied, along with other factors which would come out of the meeting, and the University Administration would do its best to give a satisfactory solution to the problem.

The Farm Bureau Committee left at 11:10 A.M.

President's Recommendations (continued):

Mr. Hayden returned and was present for the following recommendation.

(9) Clerical Personnel Code

Colonel Parker presented the Code for Clerical Personnel, as agreed upon by himself and the Committee appointed to investigate and make recommendations for improvements which would correct faults in the present system.

Code for Clerical Personnel

1. Personnel Affected by This Code:

- a. All clerical personnel permanently or temporarily employed on the Campus. This includes the Public Service Divisions under the control of the University of Nevada.
- b. Students temporarily employed by the hour for clerical purposes.

2. Classification and Rates:

The following classifications and rates of pay are established:

- a. Junior Clerk-Typist \$140 \$145 \$150 \$155 \$160
- b. Senior Clerk-Typist \$160 \$165 \$170 \$175
- c. Junior Secretary \$160 \$165 \$170 \$175 \$180
- d. Senior Secretary \$175 \$180 \$185 \$190 \$195 \$200
- e. Junior Account Clerk \$160 \$165 \$170 \$175 \$180
- f. Senior Account Clerk \$175 \$180 \$185 \$190 \$195 \$200
- g. All positions paying more than \$200 per month are unclassified.
- h. Students employed at hourly rates are unclassified. Standard rates are 62 1/2 cents per hour and 75 cents per hour. A higher rate may be paid if prior approval of the Board is obtained.
- i. Persons holding full-time positions are not to be paid by the University for employment in any other capacity.

3. Management:

- a. The President's Secretary, in addition to her other duties, will act as Personnel Director. For on-campus positions, she will receive all applications, interview all applicants, prepare and maintain all personnel records except fiscal and leave records, assist in filling vacancies, and supervise the equitable operation of this Code. She will not be responsible for students hired by the hour.
- b. The Dean of Men will maintain an employment agency for male students hired by the hour. The Dean of Women will maintain an employment agency for women students hired by the hour.
- c. Final approval of all initial appointments to classified positions is delegated to the Department Heads concerned. They will initiate and forward to the Clerical Personnel Board for final approval all recommendations for changes in status after appointment.
- d. The following will constitute the permanent Clerical Personnel Board:

- The Comptroller, Chairman
- The President's Secretary
- A Representative designated by the Public Service Advisory Committee
- A Faculty Representative designated by the Administration Council
- One Clerical Representative designated by the Council of Agricultural Directors

- e. The functions of the Clerical Personnel Board are:
 - (1) To prepare and maintain specifications for each classification, in other words, state the requirements for each group of similar jobs.
 - (2) To prepare and maintain qualifications for each classification, in other words, state generally what basic knowledge and skills an applicant must have in order to be eligible for the jobs in each group.
 - (3) To prepare and maintain a list showing allot-

ment of employees by class to each office.

- (4) To effect the initial classification of all employees subject to classification as of June 30, 1949, and to give final approval to all changes in status of classified personnel after that date.
- (5) To supervise the operation of the permanent system.
- (6) To prescribe the instruction in University regulations and procedures which is necessary for each classification.
- (7) To consider appeals of clerical personnel.
- (8) To keep this Code constantly under review.

f. Action on unclassified personnel paid over \$200 per month will be taken by the Board of Regents.

g. Students paid by the hour out of Department budgets will be hired directly by the Department Heads concerned.

4. Records:

a. The Director of Personnel will keep the following records:

- (1) Specifications for each classification.
These list duties and responsibilities. Any job analyses made should be filed with the specifications for the classification assigned to that job by the Clerical Personnel Board. Specifications should include primary duties and responsibilities (i. e., those pertaining to assigned jobs), and secondary duties and responsibilities (i. e., a statement that the employee must become generally familiar with some other specified job and be prepared to assume its duties in emergency).
- (2) Qualifications for each classification.
These list knowledge and skills an individual must have to qualify for each class.

(3) A file for each individual which will include application forms, interview forms, results of tests and record of assignment.

(4) An up-to-date graphic presentation of the pay situation for all except students paid by the hour.

b. The Comptroller will keep all fiscal records.

c. Department Heads will keep all leave records.

5. Changes in Classification and Pay of Classified Personnel:

a. Each new employee in a classified position shall start at the lowest rate for her class. The Board may approve promotion from a lower to any higher classified status at any time after the first full month of employment. After the first 4 months, she will receive an automatic increase of \$5 on July 1 of each year provided there has been no other increase during the preceding year. This will continue until she has reached the top rate in her class, after which there will be no further increase unless and until the Board has approved a change to a higher classification.

6. Unclassified Personnel:

a. Pay rates above \$200 per month must be specifically approved by the Board of Regents. Such cases are removed from all classification and handled as individual cases.

b. Students paid by the hour are governed entirely by the temporary agreements under which they are employed. They are subject to no other rules regarding hours of work, tax deduction, retirement pay, etc., except that federal income tax deductions will be made by the Comptroller. No leave allowances accrue to employees paid by the hour.

7. Working Hours:

a. Working hours shall be from 8:30 A.M. until 4:30 P.M., from Monday through Friday, with one hour

for lunch, and 8:30 until noon on Saturday. The Department Head may, with the approval of the President, change these hours so long as the total number of working hours per day is adhered to. In the event of overtime, allowance will be made for equivalent time off; such time off to take place within 30 days of the overtime period worked, unless special arrangements are made with Department Heads. Department Heads will allow time off for voting.

8. Vacations and Holidays:

- a. Each full-time employee will be granted leave of absence with pay at the rate of 12 working days per year. (Subject to interpretation of the State law.) Such leave will accrue at the rate of one day for each full calendar month, commencing with the date of initial employment. No accrued leave will be utilized during the first 6 months of employment. When employment is terminated during the first 6 months, accrued leave is forfeited. Fractional months will not be considered in computing accrued leave. In computing leave used, a Saturday will be charged as a 1/2 day. Leave may be accumulated until it totals 12 days, after which no further leave shall accrue until leave used brings the total below 12. Accrued leave may be utilized as terminal leave or paid for on separation as though so utilized. Leave accrues while on leave. For permanent 1/2-time employees, leave will accrue and be utilized in a similar manner.
- b. Department Chairmen are charged with the operation of the leave plan and with keeping the necessary records. On separation, the completed record must be furnished to the Comptroller as a basis for final payment.
- c. Leave should be planned for those periods when the work load is lightest. Only under exceptional circumstances will leave be granted to other than Public Service employees while the University is in session. All personnel should be encouraged to utilize leave time fully and regularly as a part of the recreational program, which is necessary to every individuals' physical and mental

fitness.

d. To put this plan into effect, records will be started as of June 30, 1949, with a statement of leave due at that time and accruals computed commencing with July 1.

e. Holidays: New Years Day Nevada Day
 Memorial Day *Armistice Day
 Fourth of July Thanksgiving Day
 Labor Day Christmas Day

*Morning only.

A policy of compensating for holidays that fall on Sunday will be followed. Specific instructions will be issued in each case.

9. Resignations

a. Whenever possible, employees shall give Department Heads 15 days' notice prior to resignation.

10. Suggestions for the improvement of this Code are welcome and should be made directly to the Chairman of the Clerical Personnel Board.

Motion by Mr. Arentz passed unanimously that the Clerical Personnel Code be adopted.

At 11:40 A.M. the Board recessed for a tour of inspection of Morrill Hall, the old Gymnasium, Hartman Halls and facilities in the College of Agriculture. They noted the deterioration of the concrete and the wooden seats in the Mackay Stadium and the need for a painting program in Victory Heights. Luncheon was prepared and served in the Home Economics Department by Home Economics students.

The recessed meeting was called to order by the Chairman at 2:15 P.M. with the 4 Regents, the Acting President, Mr. Springmeyer and reporters Armstrong, Bennyhoff and John Burns present.

President's Recommendations (continued):

(10) Gifts

The following report on gifts and bequests is submitted:

a) Kerak Temple of the Mystic Shrine presents the following resolution:

WHEREAS, the Ancient Arabic Order of the Nobles of the Mystic Shrine is devoted to the welfare and rehabilitation of crippled children and, to that end, has established hospitals for crippled children in the United States, Dominion of Canada, Mexico and the Hawaiian Islands; and

WHEREAS, Kerak Temple, in order to further that benevolent movement and to provide entertainment for young people has, beginning with the Summer of 1948, established the Shrine Circus, now to become an annual event in the year's program of the Temple; and

WHEREAS, the Regents of the University of the State of Nevada lent their aid and assistance to this great objective of benevolence by permitting the use of the Stadium of the University of Nevada, thereby providing the only fitting and proper setting for the Shrine Circus; and

WHEREAS, in order to provide proper lighting facilities for night performances of the Shrine Circus in the Stadium of the University of Nevada, Kerak Temple installed 3 banks of lights with rheostats and all electrical equipment, and two drinking fountains; and

WHEREAS, it is the desire of the Kerak Temple that all of said equipment should become a part of the Stadium of the University of Nevada and be the property of the University, and under the jurisdiction of the Board of Trustees thereof, which is a small recompense for the courtesies and consideration extended to Kerak Temple;

NOW, THEREFORE, BE IT RESOLVED, that Kerak Temple of the Ancient Arabic Order of the Nobles of the Mystic Shrine express to the Regents of the University of Nevada its appreciation and gratitude for the generous cooperation rendered by the University of Nevada to Kerak Temple in providing and permitting the use of the Stadium of the University of Nevada for the Shrine Circus; and

BE IT FURTHER RESOLVED, that by this resolution Kerak Temple of the Ancient Arabic Order of the Nobles of the Mystic Shrine does hereby assign, convey and

transfer unto the Board of Regents of the University of the State of Nevada and its successors, the said bank of 3 flood lights, together with rheostats and other electrical equipment and poles installed and necessary for the erection and use of the said lights and equipment, together with two drinking fountains situated on said Stadium and all piping and other accessories installed with and necessary to the use of the same; and

BE IT FURTHER RESOLVED, that the University of Nevada enjoy continued advancement and further progress as an institution of learning, to the great benefit of its students and to the credit of this State.

KERAK TEMPLE A. A. O. N. M. S.,

/s/ Harry Cantlion
Potentate

/s/ Wm. O. Bay
Recorder

Reno, Nevada
October 8, 1949

It is recommended that these be accepted and acknowledged.

- b) Mr. Frank Mc Arthur has forwarded to this office a check for \$100 for the support of Joan Lundy, and a check for \$50 for the support of Dean Gloster, both for this school year. He desires that the gift to Dean Gloster be made anonymously and that neither of these gifts receive newspaper notice.

It is recommended that these gifts be acknowledged and that assurances regarding the desired anonymity be included in the acknowledgement.

- c) Dr. John O. Moseley, on leaving the University, presented to the University Library two leaves from early manuscripts and approximately 1250 volumes of Philosophy, Religion, Literature, History and Science.

It is recommended that these be accepted and acknowledged.

- d) Miss Catherine B. Wages presented to the Biology Department a collection of tropical fish and plants estimated to be worth about \$50. This gift has been acknowledged by the Chairman of the Department and by me personally and it is believed no further acknowledgement is necessary.
- e) The University of Nevada received notice of a bequest of 3/65 of the estate of Lilyan M. K. Darlington which was reported to the Regents on June 3, 1949. The first distribution of \$4800 has been received. This bequest is for the use and benefit of the Department of Astronomy. Due to death of Professor Blair no recommendations for the utilization of this fund will be made at this time. Acknowledgement of receipt has been made by this office and no action by Regents is necessary.
- f) The Sirkegian Memorial Fund, amounting to \$1102, has been received and the conditions governing it agreed upon with Mrs. Sirkegian. It is established immediately as a loan fund, with first priority to students in the Mackay School of Mines. Recognizing the fact that we have more loan funds than we can utilize at the present time, an alternate provision was made whereby this fund, if not sufficiently active, might eventually be utilized for a permanent memorial which would form part of a Student Union building. Action to put the fund to this alternate use would be taken by the Board of Regents without consulting the family or the donors.
- g) Colonel and Mrs. Henry L. Klute of Reno, who have since 1945 given prizes of \$50 each to graduating Seniors for outstanding work in foreign languages, have replaced these prizes with scholarships of \$100 each to go to 3 students outstanding in the Department of Foreign Languages.

It is recommended that these scholarships be accepted and acknowledged.

- h) Mr. Frank William Brady, an attorney from the Philippines now traveling in the United States, has offered a prize of \$50 to the student in the University of Nevada who presents the best poetic version of the execution of Joe Abad Santos by the Japanese.

It is recommended that this prize be accepted and acknowledged.

i) Mrs. H. F. Bain of Steamboat Springs has turned over to the University as a loan, the following items:

- 1 Balinese bust
- 1 teakwood mast
- 17 small Chinese carvings in wood and ivory
- 1 3-volume set of Prescott's "History of Phillip II" edition of 1855

It is recommended that these be accepted and acknowledged.

Motion by Mr. Arentz passed unanimously that these gifts be accepted, and, where appropriate, acknowledged.

(11) Travel Budget

The budget for faculty travel to attend professional meetings, etc., was \$3324.18 for the fiscal year ending June 30, 1949, but was only \$3500 for all of the current biennium.

Motion by Mr. Hilliard passed unanimously that \$400 be appropriated from general funds of the University to be added to the travel budget for this fiscal year.

(12) Nevada Art Gallery

Recommendation by Colonel Parker that Mr. Gorman be replaced as the representative of the Board of Regents on the Board of Directors of the Nevada Art Gallery, by someone more actively connected with the University, was tabled by unanimous vote upon the motion of Mr. Arentz.

(13) Orr Ditch

At the last meeting of the Board, the President was directed to study and report on the elimination of the hazards of the Orr Ditch within the Campus boundaries. Since then, the City of Reno has agreed on an experimental planting plan on the property of the Nevada Art Gallery. It was recommended that the operation of this plan be observed and that action by the University be deferred until effectiveness of the plan could be determined.

Motion by Mr. Hilliard passed unanimously that the above recommendation be approved.

(14) Entrance Requirements

The Admissions Committee was directed to consult with all Departments and submit a recommendation for entrance requirements to the University. The following changes for the catalogue were recommended and received the approval of the Administrative Council and of the general faculty. The matter was also discussed with the State Department of Education and received their strong support. The supporting vote of high school educators throughout the State was 178 to 9.

Motion by Mr. Arentz passed unanimously that the following catalogue changes be adopted, effective September 1, 1950:

(Page 85 of current catalogue)

Quality Units. Of the acceptable units presented for admission to first year standing, six units must carry grades of 80% or better and four of the six must be in acceptable academic subjects. *See Academic Subjects Accepted for Admission below.

Deficiency in Quality Units. Any graduate of a Nevada high school, or a graduate of an out-of-state high school who is a legal resident of this State (or whose parent or guardian is a legal resident of this State), who cannot meet the requirements of six quality credits may, if he has no specific subject requirement deficiencies (see below), qualify for admission by satisfying all three of the following conditions:

- ** (1) Obtain a passing grade in such College entrance tests as may be prescribed by this University.
- (2) Obtain a satisfactory rating in the psychological tests given by this University to all new students.
- (3) Satisfy the Admission Committee through a personal interview that he is qualified to do University work.

*This entrance requirement of 6 quality units will be required of all Nevada high school graduates, beginning with those who enter the Fall semester of 1950.

**This paragraph will be supplemented by a description of the actual tests to be given those entering in the school year 1950-51.

(15) European Tour

In accord with Regents' action at their last meeting, the European tour proposed by Dr. Jensen was publicized and about 100 applications have been received to date. At the last meeting of the general faculty, subject to the Board's confirmation, the project was approved and appropriate credits arranged for our students who take the trip. The President recommended that Dr. Jensen be put in charge of the tour, that Mrs. Jensen be employed to serve as Dean of Women for the trip, that the cost per student taking the trip be set at not to exceed \$1000, that the total remuneration for Dr. Jensen and his wife be set at not to exceed \$1500 for the whole project plus expenses for both Dr. and Mrs. Jensen, and that the project as a whole be self-supporting.

Motion by Mr. Arentz passed unanimously that the Regents approve the tour on the terms outlined above and that the exact proposal be submitted to the Regents at their June meeting.

(16) Agricultural Building

Dr. Wittwer pointed out to the Regents when they inspected the Agricultural building in the forenoon certain changes in the toilet facilities which were desirable. He submitted a minimum estimate of \$1000 and an alternate estimate for more general modifications to cost \$3000.

Motion by Mr. Sheerin passed unanimously that the work be done on a limited basis at the present time at a cost not to exceed \$1000.

(17) Bills of College of Agriculture

Bills in the amount of approximately \$730 which were provided for in earlier budgets were presented for payment after July 1, 1949. Funds intended for their payment had reverted to the general fund.

Motion by Mr. Sheerin passed unanimously that not to exceed \$730 be transferred from general funds to the Agri-

cultural funds to meet these bills.

(18) Old Gymnasium

The opening of the old Gymnasium and the wave of vandalism in the new Gymnasium indicate a need for additional help.

Motion by Mr. Hilliard passed unanimously that \$350 be allocated from general funds to pay for student service for the remainder of this fiscal year in taking care of the new and old Gymnasiums.

(19) Dr. De Besseney - Institute

Dr. Gabor De Besseney, who represents an incorporated agency with headquarters in California, proposes an institute at the University of Nevada to discuss any one of a number of topics of general interest to the public. His proposal is that expenses be covered by trying to find a sponsor to guarantee the program for this year with possible establishment on an annual basis.

The President was requested to investigate the matter further and to make a report at the next meeting of the Board.

(20) Out-of-State Tuition

In order to establish a better understanding of the out-of-state tuition requirement, it was decided that further study be given and the advice of the Attorney General secured as to who is required to pay and who may be exempt from payment, and to submit the results of the study to the Chairman of the Board for a mail vote prior to January 1, 1959.

Unfinished Business

1 - Political Activities Code

The President referred to his informal report presented to the Board of Regents at their meeting on August 27, 1949, at which time he presented a Code for political activities of University faculty and staff as an example of the material to be included in a general Code which would govern policy and procedure in all Departments of the University. At that meeting the President was authorized to proceed with the compilation of such a Code. In presenting the political

activities Code as part of this general Code, Col. Parker pointed out that it had received the approval of the Deans of the 3 Colleges.

Motion by Mr. Arentz passed with Regents Sheerin, Arentz and Ross voting "aye" and with Regent Hilliard voting "no", that the following Code governing political activities be adopted. Mr. Hilliard stated that he voted in the negative because he felt the Code deprived faculty and staff of a portion of their rights as citizens of the United States.

POLITICAL ACTIVITY

1. Nature of Restriction. University policy is based on the Hatch Act (Hatch Political Activities Act of August 2, 1939, as amended; 18 U. S. C. 61h) which prohibits: (1) Using official authority or influence for the purpose of interfering with an election or affecting its results. (2) Taking an active part in political management or in political campaigns.

The Act specifically excludes officers or employees of an educational institution such as this, with the exception of certain ones of the staff who carry federal, as well as University appointments, but its provisions are suitable and are therefor adopted. As briefed below, they apply to all employees of the University in whatever capacity they may serve.

The Act specifically reserves to all persons affected the right to vote as they please and the right to express their opinions on all political activity within the limitations of the paragraphs which follow.

2. Individual Responsibility. Each employee is responsible for refraining from prohibited political activity. Each is presumed to be acquainted with the provisions applicable to him and ignorance of those provisions will not excuse a violation.
3. Activity through Another Person. Any political activity which is prohibited to an employee acting independently is also prohibited to an employee acting in cooperation with others. Whatever the

employee may not do directly or personally, he may not do indirectly or through an agent, officer or employee chosen by him or subject to his control.

4. Employees on Leave. In general, an employee who is subject to the basic political activity prohibitions while on active duty is subject to them while on leave with pay or leave without pay. It is not permissible for an employee to take leave of absence for the purpose of working with a political committee or organization or becoming a candidate for office with the understanding that he will resign his position if nominated or elected.
5. Part-Time or Intermittent Employees. Any person whose employment with the University is only part-time or intermittent is subject to the political activity prohibitions while on active duty status and not otherwise.
6. Clubs and Organizations. Employees may be members of a political club, but it is improper for them to be active in organizing such a club, to be officers of it, or members or officers of any of its committees or to act as such, or to address the club.
7. Civic Organizations and Citizens' Associations. Activity in organizations having for their primary object the promotion of good government or the local civic welfare is not prohibited, provided such activities have no connection with the political campaigns of particular candidates or political parties.
8. Contributions. Employees may make voluntary contributions to a regularly constituted political organization for its general expenditures, but may not solicit, collect, receive, disburse or otherwise handle contributions made for political purposes.
9. Petitions. Employees are permitted to sign petitions, including nominating petitions, as individuals, but may not initiate them, or canvass for the signatures of others, if such petitions are identified with political management or political campaigns.

10. Publishing or Writing for Newspapers. An employee may not write for publication or publish any letter or article, signed or unsigned, in favor of or against any political party, candidate or faction.
11. Badges, Buttons, Pictures and Stickers. Employees are forbidden to distribute campaign literature, badges or buttons. They are not prohibited from wearing political badges or buttons, or from displaying political posters or pictures in the windows of their homes or in their automobiles.
12. Parades. An employee may not participate in or help organize a political parade. An employee may be a member of a band or orchestra which takes part in parades or rallies provided such band or orchestra is generally available for hire as a musical organization.
13. Activity at the Polls and for Candidates. An employee must avoid any offensive activity at primary and regular elections. He must refrain from soliciting votes, assisting voters to mark ballots, helping to get out the voters on registration and election days, acting as the accredited checker, watcher or challenger of any party or faction, or any other partisan political activities at the polls.
14. Voting. An employee has the right to vote as he pleases, and to exercise this right free from interference, solicitation or dictation by any fellow employee or superior officer or any other person.

2 - Public Relations

Colonel Parker presented to the Regents the need for a better public relations program for the University of Nevada. He pointed out that the University is losing students to other schools, that the citizens of the State are not properly informed of University activities, that we need an agency for the compilation of facts and figures and for the distribution of this material to the public. Colonel Parker stated that he had no one in mind for the position at the present time but that it may be possible to secure someone on a part-time basis.

Mr. Ross announced that Mr. Cahlan, in his phone message, stated that he was not ready to appoint a public relations

man at this time.

Motion by Mr. Arentz passed unanimously that the Regents go on record as favoring a coordinated public relations program for the University. The President was instructed to continue to study the situation and to submit one or more definite propositions to the Regents at their next meeting.

3 - Registrar's Office

In view of the fact that Mrs. Rhodes, the present Registrar, is near retirement age, Colonel Parker recommended that, effective January 1, 1950, Mr. Clarence E. Byrd be transferred from the Agricultural Extension Division to the position of Director of Admissions to replace Dr. Deming and also act as Assistant Registrar at his present salary of \$5580 per year, to be paid entirely from University funds. He recommended further that Dr. Deming be returned to the Department of Chemistry on a full-time basis, effective with the beginning of the Fall semester 1950.

Motion by Mr. Arentz passed with Mr. Hilliard, Mr. Arentz and Mr. Ross voting "aye" and Mr. Sheerin passing his vote without prejudice, that the above recommendation be approved.

President's Informal Report:

1. Enrollment

Fall semester, 1949.

Men	1263
Women	512
Total	1775

Of the above students, 627 are attending under the Veterans Education Bills as follows:

Under G. I. Bill	596
Under Vocational Rehabilitation	31
	627

2. Graduate List

On August 26 the Regents approved a tentative list of graduates prepared and submitted at the end of Summer School but lacking the final approval of the general faculty. Approval

was contingent upon the approval of the general faculty which was obtained on September 16, 1949, for all but the following:

Lowell J. Cox - College of Arts and Science
John Choy - College of Engineering
Wallace Oliver Birdsall - College of Engineering

3. Housing

Manzanita Hall	Artemisia Hall	Lincoln Hall
Normal Cap 100	Normal Cap 100	Normal Cap 125
Students 84	Students 87	Students 127
Adults 1	Adults 1	
85	88	

Highland Terrace Housing Units
Normal Capacity 130
Dormitory No. 27 Students 39
Dormitory No. 28 Students 39
Dormitory No. 30 Students 47
125

Hartman Halls
Normal Capacity 78
Students 70

Field House
Students 8

Campus Housing Units	Trailer Court
Students 95	Normal Capacity 35
Faculty 17	Students 35
112	

4. Campus Religious Organizations

There are now 5 religious organizations which have established student groups on the Campus. Permission has recently been granted to the Department of Education of the Church of Jesus Christ of Latter Day Saints to establish a 6th such group here.

5. Office Space - Emeritus Professors

At the suggestion of Dr. Church our Emeritus Professors were circularized to discover whether any desired office space on the Campus. None except Dr. Church and Professor Boardman,

who already occupy space in the Hatch building, responded in the affirmative.

6. The State Board of Health

The State Board of Health has initiated a project for providing psychological testing and advice for public school children. Dr. A. L. Anderson was assigned to Reno. As this is of peculiar interest to the University, the Chairman of our Psychology Department has cooperated with Dr. Anderson in establishing his office and his services. The University has provided office space in the old Gymnasium and the Psychology Department is using his work for instructional purposes. Advanced students are giving him such assistance as they are qualified to give. This policy and action are in line with what is being done in many other Universities throughout the country.

Soon after the establishment of Dr. Anderson's office, Dr. Walter Bromberg protested and asked to appear before the Board of Regents and the Reno School Board. After some correspondence and a personal interview he was persuaded to discontinue his opposition and is now apparently willing to lend his support to the project.

7. The Nevada Fish and Game Commission

The Commission, which for a long time occupied office space in the Agricultural building, has moved off Campus and the space has been made available for classes.

8. Rent Decontrol

The question of decontrol of rents has arisen here and there have been several hearings by the Reno City Council and discussions by other groups. A committee headed by Dr. Inwood was appointed to represent the University. A survey of faculty and students, with 1211 reporting, showed that over 15% were unable to obtain or pay for the type of housing which they desired. Dr. Inwood has presented the University case well but as yet no local decision has been reached.

9. Air ROTC

A telegram from Headquarters, US Air Force Washington, D. C. has officially directed that the Air Force ROTC Unit be withdrawn from the University of Nevada, effective June 30, 1950.

10. G. B. Blair

Professor Blair of the Physics Department died in Reno on September 19, 1949, following a brief illness.

11. 75th Anniversary

October 12 was the 75th anniversary of the establishment of the University in Elko. The anniversary is being observed in many ways, such as the following:

- (a) Dedication of 1949 Artemisia.
- (b) Special issue of Sagebrush, October 7.
- (c) Special issue of downtown papers during October.
- (d) Keynoting at the Admission Day celebration, October 31.
- (e) Keynoting at the Homecoming celebration, October 21 and 22, including the Frolic and the parade.
- (f) Sticker being printed for use on all correspondence.
- (g) Announcement at football game and recital of history at first home game, October 15.
- (h) Special student assembly held on December 9.
- (i) Keynoting at Commencement, June 1950.

12. YMCA Secretary

Mrs. Marjorie Dickinson, wife of James R. Dickinson of the English faculty, has been employed until June 30, 1950 as Executive Secretary of the Campus YWCA.

13. Duplicating Department

The Duplicating Department was finally moved on October 26 from its quarters in the President's office to a new room in the basement of the same building.

Duplicating Machines - Pursuant to paragraph 10 of the Regents minutes for August 26, 1949, the following action with regard to duplicating machines has been taken:

- (a) The IBM electric typewriter ordered in November 1948 was delivered in August of this year. The reduction in amount of printing to be done on the Campus made the machine unnecessary, and it was turned over to one of the Economics Instructors who wanted it for personal use. He assumed full payment and there was no loss or cost to the University.

(b) The multilith offset printing machine is to be transferred to the State Printing Office, where a Department of this kind is being set up. The University will receive a new multilith duplicating machine from the Multigraph Company of a type which will serve our needs adequately and will not require the services of an especially trained operator. There will be no cost to the University involved in this transfer.

14. Legislative Counsel Bureau

Following the last meeting of the Board of Regents, I have carried on considerable correspondence with Mr. Springmeyer and consulted at length with Mr. Peter Burke. I now feel that there is an excellent understanding with that body and that future relations will be conducted on an understanding and cooperative basis. I find that both Mr. Burke and Mr. Springmeyer are strongly in sympathy with the objectives which the Board of Regents and the University Administration consider most important.

15. Nevada Tax Payers Association

The survey being conducted by Mr. Harry S. Allen continues slowly and no conclusions have been reached. He has assured me that before submitting his final report, he would give me an opportunity to verify his facts and discuss his conclusions. I feel that the work he is doing can be very useful to us. The Legislative Counsel Bureau has furnished me with briefs of its proceedings during the last few months and I find that the matter of their collaboration in this survey was discussed on July 13. Although they appeared to favor the project, they decided at that time, and made it of record, that they did not desire to collaborate in making the survey.

16. Nevada Art Gallery

President Parker was elected to the Board of Directors of the Nevada Art Gallery November 15, 1949.

17. Council of Agricultural Directors

A Council of Agricultural Directors has been formed to coordinate the work of the 3 Departments. Dr. Wittwer is Chairman.

18. Mackay School of Mines

On August 27, the Regents directed that a survey be made of the situation in the Mackay School of Mines with a view to rebuilding its prestige. To assist me, I have appointed an advisory committee to serve without pay.

Roy A. Hardy of Reno, Chairman
J. C. Kinnear, Sr.
J. C. Kinnear, Jr., of Mc Gill
J. O. Greenan of Reno
Bruce A. Gould of San Francisco
S. R. Dubrovac of Henderson
Herman D. Budelman of Tonopah
Henry Rives of Reno
Louis D. Gordon of Reno

This committee has been busy assembling information but is not yet ready to submit its recommendations.

19. Agricultural Advisory Committee

An Agricultural Advisory Committee is being formed with Mr. Charles A. Sewell of Elko as Chairman. Mrs. Forest Lovelock of Reno has accepted the Chairmanship of an advisory committee for Home Economics. Similar committees for the School of Civil Engineering and the Department of Home Economics are being considered.

20. Engineers' Council for Professional Development

The following letter from Engineers' Council for Professional Development formally accredits our Schools of Engineering:

New York Office
October 29, 1949

President John O. Moseley
University of Nevada
Reno, Nevada

Dear President Moseley:

Today the Engineers' Council for Professional Development took the following action in regard to the curricula submitted by the University of Nevada for consideration by the ECPD Committee on Engineering Schools:

Civil Engineering }
Electrical Engineering } to accredit provisionally
Mechanical Engineering } for two years
Mining Engineering }

Metallurgical Engineering - not to accredit

The Chairman of the ECPD committee for your region will provide you with such additional information as you may desire.

The accredited list as it will appear in published form will show only those curricula which have been accredited. The list is subject to continual revision at the discretion of the Council.

Sincerely yours,

/s/ S. L. Tyler
Secretary

There was some discussion of the meaning of the phrase, "to accredit provisionally for two years". Although not fully explained in the discussion, the next following paragraph is included as an extension of the minutes to clarify this question.

The preprint (Oct. 28, 1949) of that part of the 17th Annual Report of the Engineers' Council for Professional Development which deals with Accredited Undergraduate Engineering Curricula lists our 4 Engineering curricula as accredited and makes no distinction between provisional and unconditional accrediting. That is the official list. The explanatory matter preceding the official list includes the following paragraphs:

In order to maintain the accredited list on a dependable and up-to-date basis a program of reinspection of curricula, initially accredited 3 to 5 years before, was begun in 1940. It was planned that every 3 to 5 years each institution on the accredited list would be revisited to ascertain changes since the first inspection which might affect the accredited curricula.

In some cases accrediting has been made provisional for a limited period (from 1 to 3 years), with re-appraisal stipulated at the end of the period. The

provisional nature of the accrediting is based upon conditions which ECPD has found not to be entirely satisfactory, but which may be quickly improved, or conditions which are not satisfactory but of which the future appears precarious. Such conditions include the following: uncertainty as to financial status; need for minor additions to staff or equipment; curriculum new or in state of transition; uncertainty due to nature of administrative organization; unusual dependence upon strength of a single individual. In every case where term accrediting has been granted, the institution has indicated that an effort will be made to remedy the unsatisfactory condition within the stipulated period of accrediting. The fact that accreditation may be thus provisional is, in each case, confidential with ECPD.

21. Alumni Association

Walter States of Reno has been elected President of the Alumni Association for the coming year. Rex Daniels has resigned as Alumni Secretary, and Max Dodge has been appointed in his place.

22. Naval Research Contract

The Naval Research Contract has been accepted for renewal with an allotment of \$2500 for the period December 1, 1949 to December 1, 1950.

23. Student Activities

- (a) A survey of current probation and suspension lists was made by the ASUN President to discover the effect of student activities on the grades of students concerned. The survey showed that only in a few cases was there any relationship. His recommendation was that the point system be not established.
- (b) The Student Senate is making a survey of the number of student activities on the Campus and several organizations have been ordered to have representatives appear before the Senate and show cause for their continuance.

Chairman Ross presented a letter from Attorney General Alan Bible addressed to him as Chairman of the Board of Regents and enclosing inventory and appraisement of stocks and bonds held by the late Charles F. Cutts, in order that the Board might determine whether it desires to accept cash or securities for its share of the estate.

Motion by Mr. Arentz passed with Regents Sheerin, Arentz and Ross voting "aye" and with Regent Hilliard not voting because of his legal interest in the case, that the Attorney General and the Administrator of the Estate be notified that the Board of Regents desires that the estate be liquidated and the settlement to the University be made in cash.

Rural Electrification - Elko County

Regent Sheerin brought before the Board the matter of University participation in the Rural Electrification Project at the Knoll Creek Station. The University would purchase power from the Project. Although on a previous occasion the Regents felt that they had no legal right to participate, the Attorney General now has given the opinion that he believes such participation is legal.

The Regents ordered that the Comptroller be instructed to confer with Mark Shipley and investigate the possibilities of the University's participation in this Project.

The meeting adjourned at 6 P.M. and the next meeting was set for either February 10 and 11 or February 17 and 18, unless a special meeting is called by the Chairman