

TEXAS TECHNOLOGICAL COLLEGE

LUBBOCK, TEXAS

MINUTES OF BOARD OF DIRECTORS MEETING

1952-1953

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December 6, 1952

Lubbock, Texas
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The Board of Directors of Texas Technological College met in regular session in the Office of the President, Lubbock, Texas, at 9:30 A.M., Saturday, December 6, 1952. The following Directors were present: Chairman Thompson, Weymouth, McLaughlin, Pfluger, Benson, Price, Ince and Wooldridge; President Jones, Vice President and Comptroller Pennington, Secretary Gaston and Assistant Secretary Wells.

508. President Jones presented the agenda under date of November 22, 1952 and recommended its approval with the following minor changes: (1) Item 416 be changed to read through December 12, 1952, instead of December 10, 1952; and (2) that Item 402 be considered with other matters. Upon motion made by Mr. Ince, seconded by Mr. Pfluger, the Board approved the first thirteen pages of the agenda with the changes as recommended by President Jones.

509. Upon motion made by Mr. Pfluger, seconded by Mr. Weymouth, the Board approved correcting Item 374 (1) (2) (3), Board Minutes of November 1, 1952 to read as follows:

- (1) To the three Departments in the Science Building, \$75,000.00. (Biology \$28,825.00; Geology \$28,825.00; Physics \$17,350.00).
- (2) To the Departments in the East Engineering and the Petroleum Buildings, \$50,000.00. (Architecture \$2,500.00; Engineering Reading Room \$1,000.00; Mechanical Engineering \$20,000.00; Civil Engineering \$19,500.00; Petroleum Engineering \$7,000.00; and allocate any balance which may be left in the Engineering Reading Room appropriation after furnishing the Room to Civil Engineering).
- (3) To the Departments in the Division of Business Administration located in the West Wing of the Administration Building, \$17,500.00. (Accounting, Business Education and Secretarial Administration, Economics, Finance, Management and Marketing).

510. Upon motion made by Mr. McLaughlin, seconded by Mr. Price, the Board approved the following recommendations on Medical and Physical examinations, effective September 1, 1953:

- (1) That the health data blank now in use be a mandatory requirement for eligibility for registration for all beginning students;
- (2) That a T. B. Chest X-Ray be mandatory as a part of the registration process provided the college is able to schedule this service at registration time; (This service is provided by the State Department of Health without cost to the student or college.); and
- (3) That a smallpox vaccination certification by a physician be a requirement for the initial registration in Texas Technological College.

511. Upon motion made by Mr. Price, seconded by Mr. Benson, the Board approved an appropriation in the amount of \$450.00 from the Unappropriated Balance to Lectures, Clinics and Conferences (Account No. 336) for the 1953 Guidance Conference.

512. Upon motion made by Mr. Weymouth, seconded by Mr. Ince, the Board voted to accept the East Engineering and Petroleum Engineering Buildings, contingent upon receipt of a certificate by the Architect certifying that the few minor adjustments, corrections and/or changes have been made in a satisfactory manner; that the date of the certificate be the official acceptance date for the buildings; and authorized final payment on the contracts.

513. Upon motion made by Mr. Ince, seconded by Mr. Price, the Board voted to use the date of the Architect's certification as the official date of acceptance on the Home Economics and the Agricultural Engineering Buildings.

514. Upon motion made by Mr. Ince, seconded by Mr. Weymouth, the Board voted to accept the Science Building as substantially complete and authorized payment to the contractor up to 90% of the contract price.

515. Upon motion made by Mr. Wooldridge, seconded by Mr. Pfluger, the Board granted the South Plains Lions Club permission to use Jones Stadium for a negro all-star football game after the close of the 1952 football season for a fee of \$100.00. The concessions are to be managed by the South Plains Lions Club, with all income therefrom going to the Club's benefit program.

516. Upon motion made by Mr. Wooldridge, seconded by Mr. Pfluger, the Board approved a request from the Local Chapter of the Disabled Veterans for the use of Jones Stadium to exhibit the Gainesville Circus for two night performances and one matinee. The stadium charges are to be \$1,150.00 for the three performances, based upon a rate of \$500.00 for evening performances and \$150.00 for the matinee. The tentative dates requested are May 8 and 9, 1953. The Disabled Veterans will have the stadium cleaned up, guarantee to repair any damage to the stadium and hold the college harmless from any liability to either persons or property which may arise as a result of the use of the stadium.

517. Upon motion made by Mr. Ince, seconded by Mr. Pfluger, the Board voted to permit negroes to participate in Intercollegiate Athletic Contests on the Texas Technological College Campus as members of opposing teams.

Chairman Thompson requested that his vote on this motion be recorded "No".

518. Upon motion made by Mr. Wooldridge, seconded by Mr. Ince, the Board approved the appointment of Mr. R. Briggs Irvin as Part-time Legal Counsel, effective January 1, 1953 to August 31, 1953, at a salary rate of \$1,000.00 for 12 months. This salary is to be charged to General Expense, Miscellaneous, Legal Counsel.

519. Upon motion made by Mr. Pfluger, seconded by Mr. Ince, the Board approved the purchase of the following material for the installation of shelves in the attic of the Science Building:

Lumber.	\$1,036.74
Nails	21.15
Enamel Paint.	38.93
Undercoat Paint.	29.92
Total Cost.	<u>\$1,126.74</u>

Payment will be made from the unencumbered balance in the Building Funds. No credit is to be allowed the architect.

520. Upon motion made by Mr. McLaughlin, seconded by Mr. Weymouth, Dr. D. M. Wiggins, Lubbock, Texas was appointed as a member of the Board of Directors of Texas Technological College Foundation.

521. Upon motion made by Mr. Price, seconded by Mr. Weymouth, the Board voted to confer, contingent upon their acceptance, the Honorary Doctor's Degree upon Honorable Dan Thornton, Governor of Colorado, Denver Colorado; Honorable Fred G. Gurley, President of Atchison, Topeka and Santa Fe Railway Company, 80 E. Jackson Blvd., Chicago, Illinois; and Dr. D. M. Wiggins, former President of Texas Technological College, now Vice President of the Citizens National Bank, Lubbock, Texas.

522. Mr. Thompson and Mr. Pfluger gave the following report on the case Guinn vs. A. & M. College et al:

That they had conferred with Mr. Carl Runge of the Law Firm Runge, Hardeman and Steib, San Angelo, Texas, and had discussed with him the possibility of representing both A. & M. College and Texas Tech. After reading the will it was obvious that both A. & M. College and Texas Tech had the same interest and there would be no conflict since both schools had the same objectives.

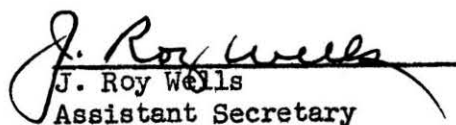
Mr. Runge agreed to represent both A. & M. College and Texas Tech in the trial court and in the Court of Civil Appeals for a fee of \$4,000.00 or a fee of \$2,000.00 from each Institution.

Mr. Thompson and Mr. Pfluger were of the opinion that the fee was reasonable, provided the interest of Texas A. & M. College and Texas Technological College is the same.

Mr. Thompson stated that no contract had been made with Mr. Runge and that he and Mr. Pfluger would have another conference with him before making a final decision on the employment of legal counsel.

Upon motion made by Mr. Weymouth, seconded by Mr. Price, the Board authorized Mr. Thompson and Mr. Pfluger to continue to represent the Board in the W. A. Guinn Estate Case and empowered them to act for the Board on matters pertaining to this case.

Adjournment -- The Board adjourned at 11:45 A.M., December 6, 1952 until its next meeting on Saturday, February 14, 1953, to be held at 9:30 A.M., in the Office of the President, Texas Technological College, Lubbock, Texas.


J. Roy Wells
Assistant Secretary

December 8, 1952

Attachment

1. The Agenda, Item No. 508.

JRW:jf

TEXAS TECHNOLOGICAL COLLEGE
OFFICE OF THE PRESIDENT
LUBBOCK, TEXAS

November 22, 1952

TO THE HONORABLE MEMBERS OF THE BOARD
OF DIRECTORS OF TEXAS TECHNOLOGICAL COLLEGE

Gentlemen:

I am submitting herewith the agenda for Texas Technological College for consideration of the Board of Directors at a meeting to be held in Lubbock, Texas, December 6, 1952:

RECOMMENDED ACTIONS

Office of the Vice President
and Comptroller (Auditing)

377. Accept the resignation of Mrs. Gladys E. Wilkerson, Bookkeeping Machine Operator (Pay Roll), effective at the close of the day, November 15, 1952. (Budgeted salary, \$2,700.00 for 12 months).

378. Change the title of Miss Billie Ruth Stiles from Voucher Clerk at an adjusted budgeted salary of \$2,480.00 for 12 months to Bookkeeping Machine Operator (Pay Roll), effective November 17, 1952 through August 31, 1953, at a salary rate of \$2,600.00 for 12 months, vice Mrs. Gladys E. Wilkerson, resigned. (Budgeted salary, \$2,700.00 for 12 months).

379. Employ Mrs. Mildred P. Daws as Voucher Clerk, effective November 17, 1952 through August 31, 1953, at a salary rate of \$2,220.00 for 12 months, vice Miss Billie Ruth Stiles, transferred to Bookkeeping Machine Operator (Pay Roll). (Budgeted salary, \$2,480.00 for 12 months).

380. Revise the contract of Mr. Gene D. Bratton, Student Clerk, Part-time, from \$600.00 to \$720.00 for 12 months, effective November 1, 1952 through August 31, 1953.

Office of the Vice President
and Comptroller (Purchasing)

381. Accept the resignation of Mrs. Mary Frances McGee, Stenographer and Clerk, effective at the close of the day, November 15, 1952. (Budgeted salary, \$2,200.00 for 12 months).

382. Employ Mrs. Grace D. Prigmore as Stenographer and Clerk, effective November 16, 1952 through August 31, 1953, at a salary rate of \$2,200.00 for 12 months, vice Mrs. Mary Frances McGee, resigned. (Budgeted salary).

Office of the Vice President
and Comptroller (General Services)

383. Accept the resignation of Mrs. Lucy Ann Clawson, Secretary in Ex-Students Association Office, effective at the close of the day, October 31, 1952. (Salary, \$2,400.00 for 12 months).

384. Employ Mrs. Patsy Jean Barnes as Secretary in Ex-Students Association Office, effective November 1, 1952 through August 31, 1953, at a salary rate of \$1,980.00 for 10 months to be paid as follows: \$180.00 per month for the month of November 1952, and \$200.00 per month for the months of December 1952 through August 31, 1953, vice Mrs. Lucy Ann Clawson, resigned. (To be paid from portion budgeted for Clerks and Typists, General Services).

Office of the Vice President
and Comptroller (Auditing)

384-A. Change the salary rate of Mr. Everitt Donald Walker, Auditor, from \$6,800.00 for 12 months to \$7,200.00 for 12 months, effective December 1, 1952 through August 31, 1953.

Agronomy

385. Employ Mrs. Janelle Armstrong Bouche as Stenographer-Clerk, effective October 16, 1952 through August 31, 1953, at a salary rate of \$1,900.00 for 12 months, vice Mrs. Billie Davis, resigned. (Budgeted salary).

Animal Husbandry

386. Accept the resignation of Mr. Gerald T. Buchanan, Horseman, effective at the close of the day, November 15, 1952. (Budgeted salary, \$2,100.00 for 12 months, plus house, utilities and milk).

387. Employ Mr. W. C. Homsley as Horseman, effective November 16, 1952 through August 31, 1953, at a salary rate of \$2,100.00 for 12 months, plus house, utilities and milk, vice Mr. Gerald T. Buchanan, resigned. (Budgeted salary).

Chemistry and Chemical Engineering

388. Approve an honorarium in the amount of \$50.00 to Dr. W. T. Read, Scientific Personnel Office of the Chief of Staff of the United States Army. Dr. Read will address the student chapters of the American Chemical Society and the American Institute of Chemical Engineers at Texas Technological College on Friday, December 5, 1952. (This is to be charged to Maintenance, Equipment and Travel, Department of Chemistry and Chemical Engineering).

Education

389. Appropriate from the unappropriated balance, the sum of \$100.00 to Student Assistants. (This amount to be used to pay a Laboratory Assistant in Visual Education to work with Dr. Horace Hartsell).

Business Education and Secretarial Administration

390. Accept the resignation of Mrs. Addie Belle Mauzey, Part-time Instructor in Business Education and Secretarial Administration, effective at the close of the day, November 8, 1952. (Budgeted salary, \$400.00 for the fall semester 1952-53).

Library

391. Accept the resignation of Miss Joan Golding, Secretary to the Librarian, effective at the close of the day, October 31, 1952. (Budgeted salary, \$2,500.00 for 12 months).

392. Employ Miss Wenda Wildnauer as Secretary to the Librarian, effective November 1, 1952 through August 31, 1953, at a salary rate of \$2,500.00 for 12 months, vice Miss Joan Golding, resigned. (Budgeted salary).

393. Grant leave of absence to Miss Charlotte Monasch, Reference Clerk, for the period October 31, 1952 through April 30, 1953, because of illness. (Budgeted salary, \$2,100.00 for 12 months).

394. Employ Miss Beatrice Mayhon as Reference Clerk, Temporary, for the period, November 1, 1952 through April 30, 1953, at a salary rate of \$2,100.00 for 12 months, vice Miss Charlotte Monasch, on leave. (Budgeted salary).

Extension

395. Accept the resignation of Miss Kate Alice Leatherwood, Clerk, One-Half Time, effective at the close of the day, October 31, 1952. (Budgeted salary, \$720.00 for 12 months).

Physical Plant (Maintenance of Buildings and Building Equipment)

396. Change the salary rate of Mr. Hubert J. Peace, Door Closer Repairman, One-Half Time in the Department of Buildings and Building Equipment and One-Half Time in the Dormitories, from \$3,900.00 to \$4,000.00 for 12 months, effective January 1, 1953 through August 31, 1953. (To be paid one-half salary from Department of Buildings and Building Equipment and one-half salary from Dormitory Systems, Maintenance and Cleaning).

Dormitory Systems (Maintenance and Cleaning)

397. Change the salary rate of Mr. Alfred T. Lynch, Maintenance Man, from \$3,000.00 to \$3,100.00 for 12 months, effective January 1, 1953 through August 31, 1953.

398. Change the salary rate of Mr. Hubert J. Peace, Door Closer Repairman, One-Half Time in the Dormitories and One-Half Time in the Department of Buildings and Building Equipment, from \$3,900.00 to \$4,000.00 for 12 months, effective January 1, 1953 through August 31, 1953. (To be paid one-half salary from Department of Buildings and Building Equipment and one-half salary from Dormitory Systems (Maintenance and Cleaning)).

Agronomy (Agronomy Farm--Account No. 535)

399. Accept the resignation of Mr. Charles C. Maberry, Nursery Foreman, effective at the close of the day, November 12, 1952. (Budgeted salary, \$2,100.00 for 12 months, plus house and utilities).

Dairy Manufactures (Creamery Account No. 534)

400. Accept the resignation of Mr. James W. Dodd, Route Salesman, effective at the close of the day, November 10, 1952. (Budgeted salary, \$2,800.00 for 12 months).

400-A. Employ Mr. Rubon Oscar Phillips as Route Salesman, effective November 11, 1952 through August 31, 1953, at a salary rate of \$2,800.00 for 12 months, vice Mr. James W. Dodd, resigned. (Budgeted salary).

Adult Education Program (Account No. 1307)

401. Employ Mrs. Mary Welch as Secretary to the Director of Adult Education, effective November 1, 1952 through August 31, 1953, at a salary rate of \$2,580.00 for 12 months. (New position--to be paid from Account No. 1307, Adult Education Program, Ford Foundation).

Athletics (See Items No. 508 and 515)

402. Grant the South Plains Lions Club permission to use Jones Stadium for a negro all-star football game after the close of the 1952 football season for a fee of \$100.00. The concessions are to be managed by the South Plains Lions Club, with all income therefrom going to the Club's benefit program.

Animal Husbandry (Account No. 532)

403. Approve the sale of 16 steers to Swift and Company, Lubbock, Texas, on October 22, 1952, for the net amount of \$5,233.20; approve the deposit of \$1,645.40 to PanTech Account No. 664 and \$3,587.80 to Animal Husbandry Account Number 532 (16 steers, 17,444 lbs., net wt. @ \$30.00 per cwt., \$5,233.20).

Approve the sale of eleven hogs to the Plains Hog Company, Lubbock, Texas, on October 25, 1952, for the net amount of \$677.45 and approve the deposit of this amount to Animal Husbandry Account No. 532.

(4 top	995 lbs.	@ \$18.00 cwt.	-- \$179.10)
(1 barrow	355 lbs.	@ 17.00 cwt.	-- 60.35)
(6 sows	2,920 lbs.	@ 15.00 cwt.	-- 438.00)
Total - - - - -			<u>\$677.45</u>

Approve the sale of 17 hogs to the Plains Hog Company, Lubbock, Texas, on October 14, 1952, for the net amount of \$1,105.50 and approve the deposit of this amount to Animal Husbandry Account No. 532.

(7,370 lbs. @ \$15.00 cwt. - - - - - \$1,105.50)

Speech

404. Appropriate from the unappropriated balance, the additional sum of \$5.00 to Maintenance, Equipment and Travel in the Department of Speech to supplement the original sum of \$140.00 requested by Item 231 at the Board of Directors Meeting on November 1, 1952 for the purchase of a new typewriter in the amount of \$145.00 to replace one of the lost typewriters.

405. Approve an appropriation from the unappropriated balance of \$2,500.00 to the Salary Account of Cotton Research; also approve the Budget for 1952-53. (A copy of the Cotton Research Budget is given below).

	<u>1951-52</u>	<u>1952-53</u>
<u>Anticipated Income</u>		
Balance September 1, 1952		
(1) Cotton Research-State		\$5,386.28
(2) Cotton Research-Local		1,738.83
Cotton Research Committee		
Allocation	\$42,894.00	46,894.00
Sales and Services:		
(1) From Texas Agricultural		
Experiment Station	4,000.00	-0-
(2) Cotton Merchandising Research	3,000.00	-0-
From General Operating Funds, Texas		
Technological College	<u>2,500.00</u>	<u>2,500.00</u>
Total - - - - -	<u>\$52,394.00</u>	<u>\$56,519.11</u>
<u>Anticipated Expenses</u>		
401 Research Associate		
Lyle E. Hessler	\$9,000.00(a)	\$9,000.00(a)
402 Research Engineer		
Jack D. Towery	6,000.00	6,240.00
403 Textile Technologist		
Billy K. Power	4,800.00	5,040.00
404 Textile Technician		
Frank G. Louis	3,417.00	3,360.00
405 Textile Assistant		
Mrs. Helen D. Ingraham	3,300.00	3,000.00
406 Textile Aide		
Mrs. Sammie J. Howard	1,877.00	2,640.00
407 Textile Technologist (Part-Time)		
Miss Ruby E. Stewart	2,158.00	2,220.00
408 Textile Aide		
Mrs. Villia H. Ma	2,325.00	2,400.00
409 Textile Aide		
Robert W. Johnson	1,987.00	2,640.00
Maintenance, Equipment and Travel	<u>15,754.64</u>	<u>18,354.00</u>
Total - - - - -	<u>\$50,618.64</u>	<u>\$54,894.00</u>

(a) \$2,500.00 of the salary of the Research Associate is to be paid from College funds.

406. Approve the Revised Budget for the La Ventana for 1952-1953. A Budget is given below.

LA VENTANA REVISED BUDGET
1952-1953

		<u>Original</u>	<u>Revised</u>
	<u>1951-52</u>	<u>1952-53</u>	<u>1952-53</u>
<u>Estimated Income:</u>			
Estimated Balance, beginning of year	\$6,321.56	\$6,321.56	\$6,314.33
Sale of Yearbooks	18,750.00	17,000.00	19,800.00
Club Pages	2,800.00	3,400.00	3,000.00
Advertising	900.00	1,400.00	410.00
Photographic Income	<u>1,750.00</u>	<u>3,200.00</u>	<u>3,300.00</u>
Total - - - - -	<u><u>-\$30,521.56</u></u>	<u><u>\$31,321.56</u></u>	<u><u>\$32,824.33</u></u>
<u>Estimated Expenditures:</u>			
Printing	\$17,000.00	\$16,000.00	\$16,000.00
Engraving	3,000.00	2,700.00	2,900.00
Insurance	100.00	100.00	100.00
Travel Expense	400.00	300.00	400.00
Photo Expense	1,000.00	500.00	500.00
Salary, Editor	450.00	450.00	540.00
Salary, Assistant Editor	90.00	90.00	225.00
Salary, Business Manager	450.00	450.00	450.00
Salary, Photographer	150.00	150.00	240.00
Salary, Assistant Photographer	90.00	90.00	120.00
Salary, Assistant Photographer	90.00	-0-	-0-
Salary, Art Editor	90.00	90.00	90.00
Salary, Secretary	360.00	360.00	360.00
Miscellaneous Help	100.00	25.00	235.00
Repairs and Replacements	200.00	70.00	200.00
Printing, Office Supplies and Postage	225.00	200.00	250.00
Furniture and Equipment	200.00	100.00	100.00
Sundry Expense	50.00	50.00	200.00
Telegraph, Telephone and Express	100.00	75.00	200.00
Photographic Expense	-0-	3,200.00	3,400.00
Transfer to Reserve Fund	<u>55.00</u>	<u>-0-</u>	<u>-0-</u>
Total - - - - -	<u><u>\$24,200.00</u></u>	<u><u>\$25,000.00</u></u>	<u><u>\$26,510.00</u></u>

Out-of-State Leaves: I recommend your approval of the following out-of-state leaves without loss of pay by the staff members listed below:

407. Grant permission to Mr. Nathan J. Allen, Jr., Instructor in Animal Husbandry, to go to Denver, Colorado, January 15-19, 1953, to accompany and coach the Texas Technological College Collegiate Wool Judging Team which will compete at the 47th Annual National Western Stock Show; expenses to be paid from Department of Animal Husbandry Maintenance Account.
408. Grant permission to Dr. Donald Ashdown, Professor and Director of Greenbug Research, PanTech Farms, to go to Stillwater, Oklahoma, October 27-29, 1952, to attend and participate in the program of the Regional Small Grain Insect Research Group; expenses to be paid from Greenbug Research Funds.
409. Grant permission to Dr. Donald Ashdown, Professor and Director of Greenbug Research, PanTech Farms, to go to Philadelphia, Pennsylvania, December 11-22, 1952, to attend the National Annual Meetings of the American Association of Economic Entomology; Expenses to be paid from Greenbug Research Funds.
410. Grant permission to Miss Katherine Bridges, Assistant Reference Librarian, to go to Mexico City, Mexico, November 22-29, 1952, to attend the Southwestern Library Convention, at no expense to the College.
411. Grant permission to Mr. Harrison J. Cameron, Jr., Assistant Professor of Business Education and Secretarial Administration, to go to Berwick, Pennsylvania, December 17-20, 1952, to consult with members of Doctoral Advisory Committee relative to the progress of his dissertation, at no expense to the College.
412. Grant permission to Dr. John S. Carroll, Professor and Head Department of Education, to go to Portland and Coos Bay, Oregon, December 4-6, 1952, to attend a meeting of the Kellogg Foundation, at no expense to the College.
413. Grant permission to Mr. Ray L. Chappelle, Professor and Head Department of Agricultural Education, to go to Ashville, North Carolina, April 17-29, 1953, to attend the Southern Regional Conference of State Supervisors and Teacher Trainers of the twelve southern states; expenses to be paid from Department of Agricultural Education Maintenance Account.
414. Grant permission to Mr. W. P. Clement, Registrar and Director of Admissions, to go to San Patricio, New Mexico, October 31-November 1, 1952, on mission for West Texas Museum Association, at no expense to the College.
415. Grant permission to Mr. Eldon A. Cleveland, Greenbug Research Assistant, to go to Stillwater, Oklahoma, October 27-29, 1952, to attend and participate in the program of Regional Small Grains Insect Research Group; expenses to be paid from Greenbug Research Funds.
416. Grant permission to Miss Geraldine Clewell, Associate Professor of Home Economics Education, to go to Columbus, Ohio, November 10-December 10, 1952, to complete revision of dissertation and final steps in meeting requirements for the Ph. D. degree, at no expense to the College.
417. Grant permission to Dr. L. M. Cline, Distinguished Professor of Geology, to make week end and holiday trips to Alamogordo, New Mexico, during the fiscal year 1952-53, to do field work, at no expense to the College.
418. Grant permission to Dr. L. M. Cline, Distinguished Professor of Geology, to go to Boston, Massachusetts, November 11-17, 1952, to attend the annual scientific sessions of the Geological Society of America, at no expense to the College.
419. Grant permission to Mr. W. Ferron Halvorson, Assistant Professor of Speech, to go to Minneapolis, Minnesota, November 5-8, 1952, to secure information on the use of radio and television educationally; to interview persons now operating educational television stations; to gather materials for use in the training and instruction of students in radio courses; to investigate any other available data pertinent to educational television; expenses to be paid from Miscellaneous General Expense and the Maintenance Account in the Speech Department.

Out-of-State Leaves

420. Grant permission to Dr. Doyle D. Jackson, Professor of Education, to go to New York City, New York, November 10-20, 1952, to serve as faculty sponsor at the three-day National Convention of Kappa Phi Kappa, Men's National Educational honorary and scholarship fraternity, at no expense to the College.
421. Grant permission to Mr. R. C. Janeway, Librarian, to go to Mexico City, Mexico, November 23-30, 1952, to attend a Biennial Conference of the Southwest Library Association; expenses to be paid from Library Maintenance Account.
422. Grant permission to Dr. E. N. Jones, President of Texas Technological College, to go to Birmingham, Alabama, Washington, D. C., Chicago, Illinois, and New Orleans, Louisiana, between the dates, December 10 and 18, 1952, to interview candidates for the Deanship of the Division of Home Economics, Vice Presidency and Geology Headship; expenses to be paid from Office of the President Maintenance Account.
423. Grant permission to Dr. E. N. Jones, President of Texas Technological College, to go to Los Angeles, California, January 5-9, 1952, to attend a meeting of the Association of American Colleges; expenses to be paid from Office of the President Maintenance Account.
424. Grant permission to Dr. R. W. Kirellis, Head and Professor of Physical and Health Education and Recreation, to go to New York City, New York, December 27-31, 1952, to attend a College Physical Education Convention, and to interview applicants for the Recreation Professorship to be opened in this Department; expenses to be paid from Maintenance Account, Department of Physical and Health Education and Recreation.
425. Grant permission to Dr. Mina W. Lamb, Associate Professor of Foods and Nutrition, to go to New Orleans, Louisiana, February 7-12, 1952, to attend a meeting of the Association of Southern Agricultural Workers; expenses to be paid from Department of Foods and Nutrition Maintenance Account.
426. Grant permission to Dr. P. Merville Larson, Professor and Head Department of Speech, to go to Ada, Oklahoma, December 3-6, 1952, to accompany members of the Forensic Squad who will participate in events of the East Central Oklahoma Forensic Meet; expenses to be paid from Account No. 1105, Forensic Activities.
427. Grant permission to Dr. Samuel H. Lee, Assistant Professor of Chemistry, to go to Little Rock, Arkansas, December 3-7, 1952, to attend the Annual Southwest Regional Meeting of the American Chemical Society; expenses to be paid from Department of Chemistry and Chemical Engineering Maintenance Account.
428. Grant permission to Miss Helen A. Lindell, Assistant Professor of Speech, to go to Detroit, Michigan, November 19-23, 1952, to attend the Twenty-Eighth Annual Convention of the American Speech and Hearing Association, at no expense to the College.
429. Grant permission to Mr. R. C. Mowery, Professor and Head Department of Animal Husbandry, to go to Holly, Colorado, November 15, 1952, to make contact with J. H. Heath in order to obtain first hand information that can be used in teaching and observe lamb feeding operations in the Arkansas River Valley, at no expense to the College.
430. Grant permission to Mr. R. C. Mowery, Professor and Head Department of Animal Husbandry, to go to Lovington, New Mexico, November 24, 1952, to judge Herefords at the Livestock show, at no expense to the College.
431. Grant permission to Mr. K. L. Neeley, Associate Professor of Animal Husbandry, to go to Broadview, New Mexico, December 4-5, 1952, to attend Artificial Breeding Meeting, at no expense to the College.

Out-of-State Leaves

432. Grant permission to Mr. L. E. Parsons, Professor and Head Department of Textile Engineering, to go to Boston, Massachusetts, November 7-13, 1952, to participate in the semi-annual meeting of the National Council of Textile Schools; expenses to be paid from Department of Textile Engineering Maintenance Account except a small part of the expenses (meals at the meeting) to be paid by the Textile Foundation.

433. Grant permission to Miss Annah Joe Pendleton, Professor of Speech, to go to Cincinnati, Ohio, December 20, 1952-January 5, 1953, to attend the annual meeting of the Speech Association of America, at no expense to the College.

434. Grant permission to Mr. K. M. Renner, Assistant Professor of Dairy Manufactures, to go to New Orleans, Louisiana, February 8-12, 1952, to attend the annual meeting of the Southern Association of Agricultural Workers and the Southern Section of the American Dairy Science Association; expenses to be paid from Department of Dairy Manufactures Maintenance Account.

435. Grant permission to Dr. Carl Coke Rister, Distinguished Professor of History, to go to Washington, D. C., December 25-30, 1952, to make Committee's report to the Executive Committee of the Mississippi Valley Historical Association Meeting; to examine out-of-print Southwest Materials in Washington book shops; and to confer with officials of the Library of Congress and National Archives concerning the microfilming of other needed materials which cannot be had in any other way; expenses to be paid from Department of History, Anthropology and Sociology Maintenance Account.

436. Grant permission to Dr. Raymond G. Sidwell, Professor and Head Department of Geology, to go to Las Vegas, New Mexico, November 7-8, 1952, to do field work for research project, at no expense to the College.

437. Grant permission to Dean W. L. Stangel, Division of Agriculture, to go to Chicago, Illinois, November 27-December 4, 1952, to attend the 24th Annual Meeting of the American Society of Animal Production; expenses to be paid from Office of the Dean of Agriculture Maintenance Account.

438. Grant permission to Dr. Per G. Stensland, Head Adult Education Program, to go to New York, New York, November 11-15, 1952, to attend second meeting of the Mass Media Development Committee of the Fund for Adult Education, at no expense to the College.

439. Grant permission to Mr. Donald J. Tate, Professor and Head Department of Business Education and Secretarial Administration, to go to Albuquerque, New Mexico, October 22-25, 1952, to give a talk at the Business Education Section of the New Mexico Education Association's State Convention, at no expense to the College.

440. Grant permission to Dr. A. W. Young, Professor and Head Department of Agronomy, to go to Fort Collins, Colorado, January 5-8, 1953, to attend a Fertilizer Conference; expenses to be paid from Nitrogen Fertilizer Research Account.

Short Leaves: The following short leaves of absence without loss of pay have been granted staff members below:

441. Mrs. Vivian J. Adams, Professor and Head Home Economics Education Department, to go to Mineral Wells, Texas, October 27-30, 1952, to attend a workshop conference for the purpose of studying criteria and selection of student teaching and observation centers in Homemaking Education; expenses to be paid from Department of Home Economics Education Maintenance Account.

442. Dean James G. Allen, Dean of Student Life, to go to Houston, Texas, October 27-31, 1952, to attend convention of Texas Association of Student Personnel Administrators; expenses to be paid from Office of the Dean of Student Life Maintenance Account.

Out-of-State Leaves

Short Leaves:

443. Mr. Nathan J. Allen, Jr., Instructor in Animal Husbandry, to go to San Angelo, Texas, November 10-12, 1952, to attend the annual meeting of the Texas Sheep and Goat Raisers Association; expenses to be paid from Department of Animal Husbandry Maintenance Account.
444. Mr. H. A. Anderson, Associate Professor of Economics, to go to Denton, Texas, October 7-9, 1952, to accompany the Texas Tech Band on the Denton trip, at no expense to the College.
445. Mr. Jack Bond, Graduate Research Assistant in Agronomy, to go to Dallas, Texas, December 3-6, 1952, to present a paper on Anhydrous Ammonia Investigation at the Texas Academy of Science Meetings and to attend the Anhydrous Ammonia Institute to secure information and confer with other workers doing experimental work with Anhydrous Ammonia; expenses to be paid from Nitrogen Fertilizer Research Account.
446. Dr. Truman W. Camp, Professor and Head Department of English, to go to Denton, Texas, October 30-November 2, 1952, to attend the annual meeting of the South Central Modern Language Association and a meeting of the Texas Branch of the College English Association, at no expense to the College.
447. Dr. John S. Carroll, Professor and Head Department of Education, to go to Breckenridge, Texas, October 23, 1952, to speak before District Four meeting of Texas Association of Elementary Principals and Supervisors, at no expense to the College.
448. Dr. John S. Carroll, Professor and Head Department of Education, to go to Mineral Wells, Texas, October 26-28, 1952, to participate in the annual meeting of the Texas Council on Teacher Education; expenses to be paid from Department of Education Maintenance Account.
449. Dr. John S. Carroll, Professor and Head Department of Education, to go to El Paso, Gladewater, and Austin, Texas, November 1-8, 1952, to meet with the field course group, El Paso, continuation of the periodic visits to Gladewater, and to appear on the program of Regional Meeting, Adult Education; expenses to be paid from Adult Education Fund.
450. Dr. John S. Carroll, Professor and Head Department of Education, to go to Waco, Texas, November 13, 1952, to speak before the assembled teaching staff of the Waco Public Schools, at no expense to the College.
451. Dr. John S. Carroll, Professor and Head Department of Education, to go to Plainview, Texas, November 14, 1952, to address student body assembly at Wayland College; expenses to be paid from Department of Education Maintenance Account.
452. Dr. John S. Carroll, Professor and Head Department of Education, to go to El Paso, Texas, November 26-29, 1952, to attend the meeting of the Texas State Teachers Association; expenses to be paid from Department of Education Maintenance Account.
453. Dr. Mary Dabney, Associate Head, Department of Health and Physical Education and Recreation, to go to El Paso, Texas, November 26-30, 1952, to attend American Association for Health, Physical Education, and Recreation District meeting; expenses to be paid from Department of Physical Education and Health and Recreation.
454. Mr. Benge R. Daniel, Manager of Texas Tech Press, to go to Denton, Texas, November 7-10, 1952, to visit the College Press, North Texas State College, at no expense to the College.
455. Mr. Robert J. Decker, Senior Dormitory Supervisor, Office of the Dean of Student Life, to go to Houston, Texas, October 27-31, 1952, to attend convention of Texas Association of Student Personnel Administrators; expenses to be paid from Dean of Men-Dormitory Supervision Maintenance Account.
456. Mr. C. G. Decker, Associate Professor of Civil Engineering, to go to San Angelo, Texas, November 14-15, 1952, to accompany a group of students who will be observing the construction and operation of water and sewage treatment plants; expenses to be paid from Department of Civil Engineering Maintenance Account.

Short Leaves:

457. Dr. Joe Dennis, Professor and Head Department of Chemistry and Chemical Engineering, to go to Galveston, Texas, December 15-19, 1952, to attend and participate in the dedication of the Byron M. Hendrix Seminar Room and Memorial Plaque at the University of Texas Medical School, at no expense to the College.

458. Miss Lola Marie Drew, Associate Professor of Home Management, to go to El Paso, Texas, November 27-29, 1952, to attend the Texas Home Economics Association; expenses to be paid from Department of Home Management Maintenance Account.

459. Mr. Ted E. Edwards, Assistant Professor of Education, to go to El Paso, Texas, November 27-29, 1952, to attend the State Convention of Texas State Teachers Association, at no expense to the College.

460. Miss Katherine Evans, Associate Professor of Education, to go to Lamesa, Texas, October 20, 1952, to attend the West Texas School Administrators Association, at no expense to the College.

461. Miss Katherine Evans, Associate Professor of Education, to go to El Paso, Texas, November 26-29, 1952, to attend the Annual Convention of the Texas State Teachers Association, at no expense to the College.

462. Dean R. C. Goodwin, Dean of Arts and Sciences, to go to Brownwood, Texas, October 29-November 2, 1952, to represent Texas Association of Colleges in inspection of Howard Payne College for graduate work in Education, at no expense to the College.

463. Dr. Alan M. F. Gunn, Professor of English, to go to Denton, Texas, October 30-November 1, 1952, to attend the annual meeting of South Central Modern Language Association, at no expense to the College.

464. Mr. Joe L. Haddon, Assistant Professor of Music, to go to Denton, Texas, November 7-9, 1952, to accompany the Texas Tech Band; expenses to be paid from Department of Music Maintenance Account.

465. Dr. T. Earle Hamilton, Associate Professor of Foreign Languages, to go to El Paso, Texas, November 27-30, 1952, to present a paper before the Foreign Language Section of The Texas State Teachers Association at the annual meeting, at no expense to the College.

466. Mr. L. G. Harmon, Professor of Dairy Manufactures, to go to Plainview, Texas, November 17, 1952, to accompany a Market Milk Class on a field trip to visit the Cloverlake Creamery; expenses to be paid from Department of Dairy Manufactures Maintenance Account.

467. Dr. Horace C. Hartsell, Assistant Professor of Education, to go to Breckenridge, Texas, October 23, 1952, to speak before District Four Meeting of Texas Association of Elementary Principals and Supervisors; at no expense to the College.

468. Dean Dysart E. Holcomb, Division of Engineering, to go to San Antonio, New Braunfels, Dallas, and Bonham, Texas, November 12-16, 1952, to attend the Southwest Placement Association, to visit the New Braunfels Mills, to visit the Texas Textile Mills of Dallas and Bonham Cotton Mills; expenses to be paid from Office of the Dean of Engineering Maintenance Account.

469. Dr. W. C. Holden, Director of the Museum, to go to Dallas, Texas, October 31-November 2, 1952, to attend the annual meeting of the Texas Archaeological and Paleontological Society; expenses to be paid from Museum Maintenance Account.

470. Dr. Lehman C. Hutchins, Professor and Head Department of Psychology, to go to Austin, Texas, December 4-6, 1952, to attend the annual meeting of the Texas Psychological Association; expenses to be paid from Department of Psychology Maintenance Account.

Short Leaves:

471. Mr. Chester C. Jaynes, Instructor in Agronomy, to go to College Station, Texas, December 1-3, 1952, to attend the Texas Turf Conference, at no expense to the College.
472. Mr. R. C. Janeway, Librarian, to go to Austin, Texas, November 5-8, 1952, to attend the Southwestern Adult Education Conference; expenses to be paid from Library Maintenance Account.
473. Miss Noyce Jennings, Secretary in the Museum, to go to Dallas, Texas, October 31-November 2, 1952, to attend the Texas Archaeological and Paleontological Society meeting; expenses to be paid from Museum Maintenance Account.
474. Mrs. Jean A. Jenkins, Director of the Placement Service, to go to Austin, Texas, October 29-31, 1952, to attend the Annual Conference of the Texas Personnel and Management Association; expenses to be paid from Maintenance Account in the Placement Service Office.
475. Mrs. Jean A. Jenkins, Director of the Placement Service, to go to San Antonio, Texas, November 12-14, 1952, to attend the 1953 Annual Conference of Southwest Placement Association; expenses to be paid from Maintenance Account in the Placement Service Office.
476. Mr. Lewis N. Jones, Assistant Dean of Student Life, to go to Houston, Texas, October 27-31, 1952, to attend the Convention of Texas Association of Student Personnel Administrators; expenses to be paid from the Office of the Dean of Student Life Maintenance Account.
477. Mr. George C. Keith, Beef Cattle Herdsman, Animal Husbandry Department, to go to Fort Worth, Texas, November 15-19, 1952, to accompany Hereford Bull to be sold at the Texas Hereford Round-up Sale; expenses to be paid from Department of Animal Husbandry Maintenance Account.
478. Dr. Ramon W. Kireillis, Professor and Head Department of Health and Physical Education and Recreation, to go to El Paso, Texas, November 26-30, 1952, to attend the meetings that pertain directly to the Men's Physical Education Program, Texas State Teachers Association; expenses to be paid from Department of Health and Physical Education and Recreation Maintenance Account.
479. Dr. Mina W. Lamb, Associate Professor of Foods and Nutrition, to go to Amarillo, Texas, November 24-25, 1952, to attend a meeting of a 4-County Agricultural Workers Council, at no expense to the College.
480. Dr. P. Merville Larson, Professor and Head Department of Speech, to go to El Paso, Texas, November 27-30, 1952, to attend a meeting of the Texas Speech Association and the State Teachers Association Convention; expenses to be paid from Department of Speech Maintenance Account.
481. Mr. H. J. MacKenzie, Instructor in Industrial Engineering and Engineering Drawing, to go to Dallas, Texas, December 1-3, 1952, to take a group of students to inspect industrial plants and manufacturing processes and to attend the American Institute of Industrial Engineers meeting; expenses to be paid from Department of Industrial Engineering and Engineering Drawing Maintenance Account.
482. Mr. Donald McDonald, Assistant Professor of Education, to go to Wichita Falls, Texas, November 18-21, 1952, to attend the annual convention of the Texas Congress of Parents and Teachers; expenses to be paid from Department of Education Maintenance Account.
483. Mr. J. H. Millikin, Director of Extension Division, to go to Austin, Texas, January 7-12, 1953, to attend the Mid-Winter Conference of School Administrators; expenses to be paid from Maintenance Account, Division of Extension.
484. Mr. R. C. Mowery, Professor and Head Department of Animal Husbandry, to go to Perryton, Texas, October 27, 1952, to judge Aberdeen-Angus Sale, at no expense to the College.
485. Mr. R. C. Mowery, Professor and Head Department of Animal Husbandry, to go to San Angelo, Texas, November 10-12, 1952, to attend the annual meeting of the Texas Sheep and Goat Raisers Association; expenses to be paid from Department of Animal Husbandry Maintenance Account.

Short Leaves:

486. Mr. K. L. Neeley, Associate Professor of Animal Husbandry, to go to Plainview, Texas, November 10, 1952, to attend a Board of Directors Meeting, Panhandle Plains Dairy Show, at no expense to the College.
487. Mr. K. L. Neeley, Associate Professor of Animal Husbandry, to go to Tulia, Texas, November 20-21, 1952, to accompany and assist Extension Dairyman for the State of Oregon in Official Classification of Jersey Cattle at the Victory Jersey Farm, at no expense to the College.
488. Mr. Milton Peeples, Creamery Superintendent, Dairy Manufactures, to go to Plainview, Texas, November 17, 1952, to accompany Market Milk Class on a field trip; expenses to be paid from Department of Dairy Manufactures Maintenance Account.
489. Miss Annah Joe Pendleton, Professor of Speech, to go to El Paso, Texas, November 27-30, 1952, to attend annual convention of the Texas Speech Association; expenses to be paid from Department of Speech Maintenance Account.
490. Dr. C. B. Qualia, Professor and Head Department of Foreign Languages to go to Denton, Texas, October 30-November 1, 1952, to attend a meeting of the South Central Modern Languages Association, at no expense to the College.
491. Dr. Jesse Q. Sealey, Associate Professor of Biology, to go to Austin Texas, October 31-November 1, 1952, to attend the annual fall meeting of the Society of American Bacteriologists, at no expense to the College.
492. Mr. J. P. Smith, Manager PanTech Farms, to go to Wichita Falls, Perryton, Pampa, Hereford, Tulia, Paducah, Throckmorton and Fort Worth, Texas, October 22-31, 1952, to visit cooperating beef cattle breeders as required by our bull progeny experiment; expenses to be paid from PanTech Farms Maintenance Account.
493. Mr. J. P. Smith, Manager of PanTech Farms, to go to Lubbock, Texas, October 31-November 2, 1952, for conferences with Dean W. L. Stangel, Director of PanTech Farms; expenses to be paid from PanTech Farms Maintenance Account.
494. Mr. H. A. Spuhler, Assistant Professor of Electrical Engineering, to go to Fort Worth, Texas, November 6-8, 1952, to attend the Power and Utility Communication System Symposium, at no expense to the College.
495. Dean W. L. Stangel, Division of Agriculture, to go to Fort Worth, Texas, October 31, 1952, to attend an Executive Meeting of the National Farm Life Insurance Company and Agricultural Workers Mutual Automobile Insurance Company, at no expense to the College.
496. Dr. Per G. Stensland, Head Adult Education Program, to go to Odessa and Midland, Texas, October 8-10, 1952, to make a first appraisal of the community interest in Adult Education; expenses to be paid from Adult Education Funds.
497. Dr. Per G. Stensland, Head Adult Education Program, to go to Borger, Texas, October 17-18, 1952, to attend the District Library Conference at Borger and Amarillo, Texas; expenses to be paid from Adult Education Program Funds.
498. Dr. Per G. Stensland, Head Adult Education Program, to go to Austin, Texas, November 5-7, 1952, to attend the Tenth Southwest Regional Conference of Adult Education; expenses to be paid from Adult Education Funds.
499. Dr. Donald J. Tate, Professor and Head Department of Business Education and Secretarial Administration, to go to El Paso, Texas, November 26-December 1, 1952, to attend a convention of the Texas Education Association, at no expense to the College.
500. Mr. Kirk B. Turner, Assistant Professor of Animal Husbandry, to go to Dallas, Texas, January 5-8, 1952, to attend the Fifth Annual Convention of the National Turkey Federation; expenses to be paid from Department of Animal Husbandry Maintenance Account.

Short Leaves:

501. Mr. Elo J. Urbanovsky, Professor and Head Department of Horticulture and Park Management, to go to Odessa, Texas, November 14-15, 1952, on College business, at no expense to the College.

502. Mr. D. O. Wiley, Professor of Music and Director of Bands, to go to Dallas, Texas, October 25, 1952, to attend SMU-Kansas football game in Cotton Bowl; to see football shows by SMU and Kansas University Bands to get some ideas about what other schools are doing for band half-time shows at football games, at no expense to the College.


504. Mr. D. O. Wiley, Professor of Music and Director of Bands, to go to Denton, Texas, November 7-8, 1952, to take the Tech Band to play for Texas Tech-North Texas State College football game the afternoon of November 8; expenses to be paid from Texas Tech Band Funds.

505. Dr. J. J. Willingham, Professor and Head Department of Dairy Manufactures, to go to Mineral Wells, Texas, November 30-December 1, 1952, to address a meeting of the Ice Cream Merchandising School sponsored by the International Association of Ice Cream Manufacturers and the Dairy Products Institute of Texas; expenses to be paid from Department of Dairy Manufactures Maintenance Account.

506. Dr. A. W. Young, Professor and Head Department of Agronomy, to go to Fort Worth, Texas, November 5-8, 1952, to attend a meeting of State Seed and Plant Board; a meeting of the Committee on Revision of Texas Seed Act; and a meeting of the Texas Seed Council, at no expense to the College.

507. Dr. A. W. Young, Professor and Head Department of Agronomy, to go to Dallas, Texas, December 3-6, 1952, to present a paper on Anhydrous Ammonia Investigation at the Texas Academy of Science Meetings and to attend the Anhydrous Ammonia Institute to secure information and confer with other workers doing experimental work with anhydrous ammonia; expenses to be paid from Nitrogen Fertilizer Research Funds (Agronomy).

Respectfully submitted,


E. N. Jones
President

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