

DECEMBER 1, 1950

Amarillo, Texas  
December 1, 1950

The Board of Directors of Texas Technological College met in regular session in the Hotel Herring, Amarillo, Texas, at 7:00 P.M., Friday, December 1, 1950, with the following present: Directors Thompson, Chairman, McGee, Vice Chairman, Ince, Weymouth, Wooldridge and Price; President Wiggins, Comptroller Pennington, Secretary Gaston and Assistant Secretary Smith.

466. President Wiggins presented the agendum under dates of October 25, 1950, and November 18, 1950, and recommended their approval. Upon motion made by Mr. McGee, seconded by Mr. Weymouth, the Board approved Items 212 through 465 of the agendum as presented.

467. Upon motion made by Mr. Price, seconded by Mr. McGee, the Board approved the following changes in the contracts covering the Administration Building Wings:

Approved installation of electric clocks for Administration Building Wings by W. G. McMillan at a cost of \$428.50. ✓

Accepted a credit from W. G. McMillan in the amount of \$1203.60 for substitution of flex-aluminum venetian blinds in lieu of wood slat blinds as specified. ✓

Accepted a credit in the amount of \$207.00 from Empire Electric Company covering the deletion of the electric ground mat. ✓

Approved change in asphalt tile which is to be placed in thirteen offices of the Administration Building Wings from Class C to Class D. The change over will not only provide a better grade of tile but will enable better color selections. The added cost to the contract with W. G. McMillan will amount to \$121.00. ✓

468. Upon motion made by Mr. Weymouth, seconded by Mr. Wooldridge, the Board accepted a credit of \$400.00 from the R. F. Ball Construction Company covering the omission of floor outlet boxes in the architectural laboratories of the Engineering Building. ✓

469. Upon motion made by Mr. McGee, seconded by Mr. Weymouth, the Board approved the following changes in the contract with the R. F. Ball Construction Company covering the Home Economics Building:

Approved an increase in the amount of \$393.46 to cover the following:

Omit storm sewer to roof conductors. Construct concrete splash block at foot of each roof conductor (no dowels in wall from blocks) and extend conductors down to blocks. Install complete vacuum pump as furnished by Owner. All as shown on Drawing dated June 19, 1950. ✓

Accepted a credit in the amount of \$750.00 as follows:

For Textile Laboratory air conditioning unit from unit specified to air handling unit Trane No. 1-8 Horizontal Climate Changer; insulated casing; 12" x 18" 4-row D. E. coil, single standard Serp. supply right; 12" x 18" 1-row type SD Coil, series 54; supply right; 2 psi steam; steam grid humidifier, supply right; face and bypass dampers, rod right; filter section with dustip filters; 1/8 HP, 1/60/115 1725 RPM Constant speed motor and drive, motor right; fan speed 700 RPM. Compressor - General Electric CWC42T, 1 HP. Temperature Control - Minneapolis-Honey-Well as specified. Duct, grilles, insulation, etc., as shown on present plans and specifications. Type "K" fixtures in Textile Laboratory 202 shall be stainless steel of same size and design as Dura-Clay as specified.

470. Upon motion made by Mr. Price, seconded by Mr. Weymouth, the Board appropriated from the unappropriated balance the sum of \$1,964.60 to be used to pay the City of Lubbock for a water meter. This expenditure is in accordance with the terms of the contract entered into between the City of Lubbock and Texas Technological College under date of January 9, 1949.
471. Upon motion made by Mr. Weymouth, seconded by Mr. Price, the Board appropriated from the unappropriated balance the sum of \$3000.00 to Research for the year 1950-51. (As of August 31, 1950, \$3,133.00 of Research Funds for the year 1949-50 were lapsed).
472. Upon motion made by Mr. McGee, seconded by Mr. Ince, the Board authorized the use of \$84,000.00 from Legislative appropriations for repairs and improvements to be used in payment of contracts for the extension of the utility system on the campus.
473. Upon motion made by Mr. Price, seconded by Mr. Ince, the Board approved a resolution authorizing Doctor Joe Dennis, Professor and Head Department of Chemistry, to sign, execute and acknowledge Tax-Free Alcohol Permit documents in behalf of Texas Technological College. A copy of this resolution is attached to and made a part of these Minutes.
474. Upon motion made by Mr. Wooldridge, seconded by Mr. Ince, the Board approved the use of Jones Stadium by the American Business Club of Lubbock, Texas, for the Annual Boys' Club Rodeo during the month of June, 1951. A Memorandum of Agreement will be entered into between the Athletic Department and the American Business Club on the same basis as for the year 1950. (See Item 603 of Minutes for March 18, 1950 Meeting of Board).
475. Upon motion made by Mr. McGee, seconded by Mr. Price, the Board accepted the resignation of Mr. L. Edwin Smith, Assistant Secretary of the Board of Directors and Assistant to the President, effective December 15, 1950. The Board directed that a resolution of appreciation for Mr. Smith's services to the College and to the Board be prepared.
476. Upon motion made by Mr. McGee, seconded by Mr. Weymouth, the Board approved the appointment of Mr. J. Roy Wells as Assistant to the President, effective February 1, 1951 through August 31, 1951, at a salary rate of \$7500.00 for 12 months.
477. Upon motion made by Mr. Wooldridge, seconded by Mr. McGee, the Board authorized the Building Committee to proceed with the necessary action to have the plans and specifications for the Student Union Building completed in order that bids may be accepted at the next meeting of the Board to be held February 10, 1951.
478. Upon motion made by Mr. Wooldridge, seconded by Mr. Ince, the Board rejected all bids on a portion of the college depository heretofore received, and instructed that invitations be extended to all Lubbock banks to bid on the over-all college depository --- bids to be opened by the Finance Committee at 4:00 P.M. on Friday, February 9, 1951.

Adjournment --- The Board adjourned at 10:30 P.M., December 1, 1950, until its next meeting on February 10, 1951, to be held at 9:00 A.M. in the Office of the President, Texas Technological College, Lubbock, Texas.

*L. Edwin Smith*  
L. Edwin Smith  
Assistant Secretary

December 1, 1950

"KNOW ALL MEN BY THESE PRESENTS: That on the 1st day of December, 1950, the Board of Directors of Texas Technological College regularly met, and passed and duly recorded the following resolution:

1. RESOLVED that Doctor Joe Dennis is hereby authorized to sign Form 1451, "Record of Tax-Free Alcohol Received and Used"; and to sign, execute, and acknowledge tax-free alcohol permit documents.

Witness My Hand This 1st Day of December, 1950.

TEXAS TECHNOLOGICAL COLLEGE

ATTEST:

s/ W. T. Gaston  
W. T. Gaston

By s/ Charles C. Thompson  
Charles C. Thompson  
Chairman, Board of Directors



TEXAS TECHNOLOGICAL COLLEGE  
OFFICE OF THE PRESIDENT  
LUBBOCK, TEXAS

October 25, 1950

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 at a meeting to be held in Lubbock, Texas, November 10, 1950.

RECOMMENDED ACTIONS

Office of the President

212. Employ Miss Doniece Cline as Receptionist in the Office of the President, effective September 1, 1950 through August 31, 1951, at a salary rate of \$2400.00 for 12 months, vice Mrs. Jean Garrett, resigned. (Budgeted salary).

Office of the Comptroller (Auditing)

213. Employ Mrs. Ruth E. Flynn as Assistant Cashier, effective October 2, 1950 through August 31, 1951, at a salary rate of \$2400.00 for 12 months, vice Mrs. Marie Coyle, resigned. (Budgeted salary, \$2500.00 for 12 months).

214. Employ Miss Roseann Richter as Voucher Clerk, effective September 22, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Cora Ellen Rogers, resigned. (Budgeted salary, \$2100.00 for 12 months).

215. Accept the resignation of Miss Doris Earl Baze, Clerk, Veterans Billing Section, effective September 16, 1950. (Budgeted salary, \$1800.00 for 12 months).

216. Employ Mrs. Shirley Joan Cusenbary as Clerk, Veterans Billing Section, effective September 18, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Miss Doris Baze, resigned. (Budgeted salary).

217. Employ Miss Dorothy Weddige as Clerk, Veterans Billing Section, effective September 1, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Betty J. O'Neill, resigned. (Budgeted salary).

Office of the Comptroller (Purchasing)

218. Accept the resignation of Mrs. Ruth Amanda Raley, Record and Assistant Invoice Clerk, effective at the close of the day, September 25, 1950. (Budgeted salary, \$1800.00 for 12 months).

219. Transfer Miss Martha Sue Lawson from Typist to the position of Record and Assistant Invoice Clerk, vice Mrs. Ruth Amanda Raley, resigned. (No change in salary).

220. Employ Mrs. Julia Eubanks Hudson as Typist, effective October 9, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Miss Martha Sue Lawson, transferred to the position of Record and Assistant Invoice Clerk. (Budgeted salary).

IBM Office

221. Accept the resignation of Mrs. Betty K. Pollock, IBM Operator, effective at the close of the day, September 30, 1950. (Budgeted salary, \$1800.00 for 12 months).

222. Employ Mrs. Nell Yarbrough as IBM Operator, effective October 16, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Betty K. Pollock, resigned. (Budgeted salary).

Office of the Registrar

223. Accept the resignation of Mrs. Martha Ann Bohannon, Clerk, effective at the close of the day, October 14, 1950. (Budgeted salary, \$1800.00 for 12 months).

224. Employ Mrs. Betty J. Stewart as Clerk, effective October 16, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Martha Ann Bohannon, resigned.

225. Accept the resignation of Mrs. Dorothy Graham, Clerk, effective October 14, 1950. (Budgeted salary, \$1800.00 for 12 months).

226. Employ Mrs. Nell Atkinson as Clerk, effective October 17, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Dorothy Graham, resigned. (Budgeted salary).

Office of the Dean of Student Life

227. Appropriate from the unappropriated balance, the sum of \$146.00 to the Maintenance Account in the Office of the Dean of Student Life.

Office of the Dean of Student Life (Campus Traffic)

228. Employ Mrs. Doris Vechan as Secretary to the Assistant Dean of Men, effective September 22, 1950 through August 31, 1951, at a salary rate of \$2400.00 for 12 months. (Budgeted salary).

Agricultural Education (Area Supervisor)

229. Appropriate from the unappropriated balance, the sum of \$1613.00 to be used as follows: \$358.00 for communications, \$175.00 for supplies and \$1080.00 for clerical services. (Reimbursable 100% by Texas Education Agency, Vocational Division).

Agricultural Education (Trade and Industrial)

230. Appropriate from the unappropriated balance, the sum of \$1205.00 to be used as follows: \$1080.00 for secretarial help, \$100.00 for communications and \$25.00 for printing and supplies. (Reimbursable 100% by Texas Education Agency, Vocational Education).

Agricultural Education (Veterans Vocational Education)

231. Change the salary rate of Mr. T. Eucl Liner, Assistant Professor of Agricultural Education, from \$4800.00 to \$4920.00 for 12 months, in accordance with contract from Texas Education Agency, Vocational Education. (Reimbursable 100% by Texas Education Agency, Vocational Education). (For the period, July 1, 1950 through June 30, 1951).

232. Change the salary rate of Mr. Jack R. Tinney, Instructor in Agricultural Education, from \$4500.00 to \$4620.00 for 12 months, in accordance with contract from Texas Education Agency, Vocational Education, for the period, July 1, 1950 through June 30, 1951. (reimbursable 100% by Texas Education Agency).

Animal Husbandry

233. Change the contract of Mr. Francis C. Fry, Swine Herdsman, to read \$1800.00, State Appropriated, plus \$5.00 per week from Animal Husbandry Sales as additional compensation in taking care of commercial hogs; the \$5.00 per week is to be paid only for the time worked.

Animal Husbandry (continued)

234. Change the contract of William T. Piper, Beef Cattle Herdsman, to read \$1320.00 from the appropriated salary of \$2000.00 plus 20¢ per head to shear goats when needed; it is estimated that this will not exceed \$15.00 per year. (This additional amount to be paid from Animal Husbandry Sales).

235. Change the contract of Ernest R. Bryant, Attendant Bull Stud, to read \$1800.00 instead of \$1500.00. (\$1000.00 to be paid from Insemination Funds and \$800.00 from Animal Husbandry Sales).

Plant Industry

236. Appoint Mr. Michael Andrew Samchok as Instructor in Plant Industry, effective September 15, 1950 through June 15, 1951, at a salary rate of \$3000.00, vice A. B. LaGasse, resigned. (Budgeted salary).

Office of the Dean of Agriculture

237. Appropriate from the unappropriated balance, the sum of \$101.48 to Maintenance in the Office of the Dean of Agriculture---This amount used for preparing Fair exhibits for the Division of Agriculture for the Fair held in Lubbock, Texas, October 2 - 7, 1950.

Biology

238. Change the salary rate of Mrs. Jeanne Batts, Part-time Instructor in Biology, from \$1350.00 to \$1550.00. (\$1350.00 to be paid from State Appropriated Funds and \$200.00 from Research Funds).

239. Appoint Mr. D. A. Crossley as Part-time Instructor in Biology, effective September 1, 1950 through June 15, 1951, at a salary rate of \$1340.00 for 9 months.

Education

240. Appoint Mr. R. L. Davidson as Part-time Assistant Professor of Education for the period, September 15, 1950 to February 1, 1951, at a salary rate of \$900.00 for the 4½ months period.

241. Employ Mrs. Mary June Long as Secretary, effective September 6, 1950 through May 31, 1951, at a salary rate of \$1500.00 for the 9 months, vice Mrs. Peggy Rutland, resigned. (Budgeted salary).

242. Appropriate from the unappropriated balance, the sum of \$2000.00 for Teaching Fellows and Graduate Assistants.

Journalism

243. Appropriate from the unappropriated balance, the sum of \$450.00-- This amount to be added to the Student Assistance appropriation in this department and to be used for Student Assistance for the Publicity Director.

Physical Education for Men

244. Employ Mrs. Adalou M. Rampy as Secretary to Department of Physical Education for Men and Department of Campus Maintenance, effective September 26, 1950 through May 31, 1951, at a salary rate of \$1575.00 for the 9 months period. (To be paid one-half of salary from the Department of Campus Maintenance and one-half of salary from Athletic Funds).

Physical Education for Women

245. Appoint Miss Sue Rainey as Associate Professor and Acting Head of Physical Education for Women for the period, September 15, 1950 through June 15, 1951, at a salary rate of \$4500.00 for 9 months. (Budgeted salary, \$4000.00 for 9 months).

Office of the Dean of Arts and Sciences

246. Accept the resignation of Miss Carol Sherrod, Secretary to the Assistant Dean of Arts and Sciences, effective at the close of the day, October 31, 1950. (Budgeted salary, \$1900.00 for 12 months).

Accounting and Finance

247. Accept the resignation of Mr. Vernon L. Behner, Part-time Assistant Professor of Accounting and Finance, at the close of the day, October 21, 1950. Mr. Behner has been called into service. (Budgeted salary, \$450.00 for the Fall Semester 1950-51).

248. Appoint Mr. H. A. Bolinger as Part-time Assistant Professor of Accounting and Finance, effective October 23, 1950 through January 31, 1951, at a salary rate of \$450.00 for the Fall Semester 1950-51, vice Mr. Vernon L. Behner, resigned. (Budgeted salary).

249. Appoint Mr. A. C. Sanders, Jr. as Part-time Instructor in Accounting and Finance, effective September 15, 1950 through January 31, 1951, at a salary rate of \$127.50 for the Fall Semester 1950-51.

250. Appoint Mr. Cleo Pete Sellers as Part-time Instructor in Accounting and Finance, effective September 15, 1950 through January 31, 1951, at a salary of \$350.00.

Architecture

251. Appropriate from the unappropriated balance, the sum of \$600.00 for Student Assistants.

Home Economics Education (Area Supervisor)

252. Appropriate from the unappropriated balance, the sum of \$1500.00 to be used as follows: \$1050.00 for clerical help, \$150.00 for printing and supplies, and \$300.00 for communications. (Reimbursable 100% by Texas Education Agency).

Museum

253. Lapse the amount of \$1680.00 set up for one custodian in Account 365, Maintenance of Buildings (Custodial), and reappropriate this amount to Account 328, Museum, for one custodian, at a salary rate of \$1680.00 for 12 months.

Physical Plant (Office of the Architect and Construction Supervisor)

254. Appropriate from the unappropriated balance, the sum of \$600.00 to the Maintenance Account in this office.

Physical Plant (Maintenance of Buildings and Building Equipment)

255. Employ Thomas Morgan as Laborer, effective September 1, 1950 through August 31, 1951, at a salary rate of \$1740.00 for the 12 months period. (Budgeted salary).

256. Employ Mr. Ralph Muniz as Electrician, effective September 1, 1950 through August 31, 1951, at a salary rate of \$2100.00 for 12 months. (Budgeted salary, \$2400.00 for 12 months).

257. Employ Mr. J. W. Greenwood as Maintenance Helper, effective September 1, 1950 through August 31, 1951, at a salary rate of \$2100.00 for 12 months. (Budgeted salary).

Physical Plant (Care and Maintenance of Grounds)

258. Employ Mrs. Adalou M. Rampy as Secretary to Department of Care and Maintenance of Grounds and Department of Physical Education for Men, effective September 26, 1950 through May 31, 1951, at a salary rate of \$1575.00 for 9 months. (To be paid one-half of salary from Care and Maintenance of Grounds Department and one-half of salary from Athletic Funds).

Physical Plant (Custodial and Building Operation Service)

259. Lapse the amount of \$1680.00 set up for one custodian and reappropriate this amount to the Museum for one custodian, at a salary rate of \$1680.00 for 12 months.



PanTech Farms

260. Employ William H. Davis as Painter, effective October 1, 1950 through August 31, 1951, at a salary rate of \$2400.00 for 12 months, vice Arthur V. Capps, resigned. (Budgeted salary). (\$1200.00 to be paid from PanTech Farms Budget and \$1200.00 to be paid from PanTech Wheat Storage Budget).

Extension

261. Accept the resignation of Miss Hiawatha Hayslip, Typist, effective at the close of the day, September 30, 1950. (Budgeted salary, \$1800.00 for 12 months).

262. Lapse \$900.00 of the \$3600.00 set up for the salary of Mr. R. L. Davidson, Film Librarian and Teacher. Mr. Davidson is to be paid \$900.00 from the Department of Education for the Fall Semester 1950-51.

263. Appropriate from the unappropriated balance in the Division of Extension, the sum of \$1100.00 to Student Assistants. The amount of \$1650.00 was lapsed by the resignation of Miss Hiawatha Hayslip, Typist.

Intercollegiate Athletics

264. Appoint Mr. Glenn H. Ivy as Assistant in Coaching Tennis for the Long Session 1950-51 at a salary rate of \$200.00. (October 1, 1950 through May 15, 1951). Mr. Ivy is to receive \$100.00 at the close of the Fall Semester 1950-51 and \$100.00 on May 15, 1951.

Texas Tech Press

265. Accept the resignation of Mr. Wayne Kittley, Manager of Tech Press, effective at the close of the day, October 12, 1950. (Budgeted salary, \$4000.00 for 12 months).

266. Employ Mr. Raleigh Usry as Manager of Texas Tech Press, effective November 6, 1950 through August 31, 1951, at a salary rate of \$5000.00 for 12 months, vice Mr. Wayne Kittley, resigned. (Budgeted salary, \$4000.00 for 12 months).

Student Health Service

267. Employ Mrs. Mary B. Botkin as Registered Nurse (Clinic) for the period, September 10, 1950 through May 31, 1951, at a salary rate of \$1980.00 for the 9 months. (Budgeted salary).

268. Employ Miss Ruby Marie Howell as Registered Nurse (General Duty) for the period, September 10, 1950 through Aug. 31, 1951, at a salary rate of \$2520.00 for 9 months. (Budgeted salary).

269. Employ Mrs. Marie Roome as Registered Nurse (Clinic) for the period, September 16, 1950 through May 31, 1951, at a salary rate of \$1980.00 for 9 months. (Budgeted salary).

Dormitory Systems (Administrative)

270. Accept the resignation of Mrs. Verne L. Parsley, Assistant to Director of Food Service, effective at noon, October 2, 1950. (Annual salary, \$2400.00 for 12 months). (Budgeted salary, \$3060.00 for 12 months).

271. Advance Mrs. Bess A. Banks from Stenographer at an annual salary of \$1800.00 in the Office of the Director of Food Service, to Assistant to the Director of Food Service (Temporary) at an annual salary of \$2400.00 effective October 2, 1950 through August 31, 1951, vice Mrs. Verne L. Parsley, resigned.

Dormitory Systems (Office of Room Reservations)

272. Employ Mrs. Paulyne R. Day as Stenographer, effective September 21, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Billie Jane Johnson Rantz, promoted to Assistant Cashier. (Budgeted salary).

Dormitory Systems (Dining Room and Kitchen)

273. Accept the resignation of Mrs. Modena R. Noles, Dietitian, effective at the close of the day, October 17, 1950. (Budgeted salary, \$2520.00 for 12 months, plus room and board for self and husband).

Cotton Research

274. Change the salary rate of Mrs. Laura Belle Kieke, Fiber Laboratory Supervisor, from \$2100.00 to \$2400.00 effective September 1, 1950 through August 31, 1951, as approved by Cotton Research Committee. (To be paid from Cotton Research Funds).

275. Change the salary rate of Mrs. Frances G. Sealey, Stenographer and Clerk, from \$2100.00 to \$2400.00 effective September 1, 1950 through August 31, 1951, as approved by Cotton Research Committee. (To be paid from Cotton Research Funds).

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:

276. Grant permission to Mr. Cecil Ayers, Associate Professor of Agronomy, to accompany the Collegiate Crops Team to the National Intercollegiate Crops Contest, Chicago, Illinois, November 18-29, 1950; expenses to be paid from Department of Plant Industry Maintenance Account.

277. Grant permission to Mr. John H. Baumgardner, Assistant Professor of Animal Husbandry, to attend conference of nutrition workers at the Southern Regional Research Laboratory, New Orleans, Louisiana, November 13-15, 1950; expenses to be paid from Department of Animal Husbandry Maintenance Account.

278. Grant permission to Mr. C. V. Bullen, Professor and Head Department of Electrical Engineering, to attend general meeting of the American Institute of Electrical Engineers, Oklahoma City, Oklahoma, October 23-28, 1950; expenses to be paid from Department of Electrical Engineering Maintenance Account.

279. Grant permission to Doctor John S. Carroll, Professor and Head Department of Education, to go to San Diego, California, September 22-27, 1950, to secure data for Curriculum Laboratory at Texas Tech, to speak at a general session institute, and to transfer additional file material to Tech, at no expense to the College.

280. Grant permission to Doctor John S. Carroll, Professor and Head Department of Education, to attend meeting of the 1952 Yearbook Committee of the National Society for the Study of Education, Chicago, Illinois, October 15-17, 1950, at no expense to the College.

281. Grant permission to Doctor John S. Carroll, Professor and Head Department of Education, to attend a Conference of County School Superintendents (Oregon, Washington, and Idaho), Portland, Oregon, October 18-23, 1950, at no expense to the College.

282. Grant permission to Dean R. C. Goodwin, Division of Arts and Sciences, to attend the 19th Annual Conference of Academic Deans, and the meeting of the Southern Association, Richmond, Virginia, December 1-9, 1950; expenses to be paid from the Office of the Dean of Arts and Sciences Maintenance Account.

283. Grant permission to Mr. William M. Gosdin, Superintendent of Care and Maintenance of Grounds, to secure trees to be used in landscaping the campus from the mountains near Cuba, New Mexico, October 8-14, 1950; expenses to be paid from Department of Care and Maintenance Maintenance Account.

283-A. Grant permission to Doctor John S. Carroll, Professor and Head Department of Education, to attend National Conference, Division of County and Rural Area Superintendents Department of Rural Education, N.E.A., Columbus, Ohio, October 10-12, 1950; expenses to be paid from Department of Education Maintenance Account.



Out-of-State Leaves (continued)

284. Grant permission to Mr. William M. Gosdin, Superintendent of Care and Maintenance of Grounds, to visit New Mexico A. & M. College campus, Las Cruces, New Mexico, October 23, 1950, at no expense to the College.
285. Grant permission to Dean Dysart E. Holcomb, Division of Engineering, to attend the annual meeting of the American Institute of Chemical Engineers, Columbus, Ohio, December 3-6, 1950; expenses to be paid from the Office of the Dean of Engineering Maintenance Account.
286. Grant permission to Doctor W. C. Holden, Professor and Head Department of History, Anthropology and Sociology, and Director of the Museum, to go to the Yaqui Indian villages on the Rio Yaqui, Sonora, Mexico, November 6-16, 1950, at no expense to the College. (To study the Yaquis and collect ethnological data and material for the Museum).
287. Grant permission to Mr. Rado J. Kinzhuber, Laborer at PanTech Farms, to pick up load of evergreen trees for PanTech Farms, Cuba, New Mexico, October 8-11, 1950; expenses to be paid from PanTech Farms Maintenance Account.
288. Grant permission to Doctor P. Merville Larson, Professor and Head Department of Speech, to accompany students to Forensics Meet Ada, Oklahoma, November 30-December 2, 1950; expenses to be paid from Department of Speech Maintenance Account.
289. Grant permission to Doctor P. Merville Larson, Professor and Head Department of Speech, to attend the National Convention of the Speech Association of America, New York City, New York, December 23, 1950-January 2, 1951; expenses to be paid from Department of Speech Maintenance Account.
290. Grant permission to Mr. Billy L. Lynch, Laborer at PanTech Farms, to go to Cuba, New Mexico, to pick up load of evergreen trees for PanTech Farms, October 8-11, 1950; expenses to be paid from PanTech Farms Maintenance Account.
291. Grant permission to Mr. Grayson E. Meade, Associate Professor of Geology, to attend the meeting of the Geological Society of America, Washington, D. C., November 13-21, 1950; expenses to be paid from Department of Geology Maintenance Account.
292. Grant permission to Mr. Judd Morrow, Assistant Professor of Plant Industry, to act as official judge at the National Intercollegiate Crops Contest, Kansas City, Missouri, November 18-29, 1950; expenses to be paid from Department of Plant Industry Maintenance Account.
293. Grant permission to Mr. Ray C. Mowery, Professor and Head Department of Animal Husbandry, to judge Roosevelt County Fair, Portales, New Mexico, September 20-21, 1950, at no expense to the College.
294. Grant permission to Mr. J. H. Millikin, Director of Extension, to attend the Eighth Southwest Regional Conference on Adult Education meeting, Albuquerque, New Mexico, October 10-14, 1950; expenses to be paid from the Division of Extension Maintenance Account.
295. Grant permission to Mr. L. E. Parsons, Professor and Head Department of Textile Engineering, to attend the National Council of Textile School Deans meeting, Washington, D. C., October 24-November 1, 1950; expenses to be paid from Department of Textile Engineering Maintenance Account.

Out-of-State Leaves (continued)

296. Grant permission to Mr. M. J. Smith, Professor of Electrical Engineering, to attend the general meeting of the American Institute of Electrical Engineers, Oklahoma City, Oklahoma, October 23-28, 1950; expenses to be paid from Department of Electrical Engineering Maintenance Account.
297. Grant permission to Dean W. L. Stangel, Division of Agriculture, to judge cattle at the Louisiana Stock Show, Baton Rouge, Louisiana, November 8-10, 1950, at no expense to the College.
298. Grant permission to Doctor R. W. Strandtmann, Professor of Biology, to attend the meeting of the Entomological Society of America, Denver, Colorado, December 18-22, 1950; expenses to be paid from Department of Biology Maintenance Account.
299. Grant permission to Mr. Vernon E. Thompson, Assistant Purchasing Agent, to attend the regional meeting of the National Association of Educational Buyers, Oklahoma City, Oklahoma, October 23-24, 1950; expenses to be paid from the Office of the Comptroller (Purchasing) Maintenance Account.
300. Grant permission to Miss Mayme Twyford, Associate Professor of Foods and Nutrition, to go to New York City from West Union, West Virginia, to meet Bavarian trainees who are to attend Texas Technological College during the academic year 1950-51; expenses to be paid from the Bavarian Home Economics Trainee Fund. (Reimbursable 100% by Federal Government).
301. Grant permission to Mr. Elo J. Urbanovsky, Landscape Architect, to go to Las Cruces, New Mexico, to confer with officials at A. & M. College regarding a graduate fellowship at Texas Technological College, at no expense to the College. (October 13-14, 1950).
302. Grant permission to Mr. Elo J. Urbanovsky, Landscape Architect, to meet with Co-operative Campus Planning Committee, Las Cruces, New Mexico, October 23, 1950, at no expense to the College.
303. Grant permission to Mr. D. O. Wiley, Professor and Director of Band, to direct Band Clinic at Panhandle A. & M. College, Goodwell, Oklahoma, November 20-21, 1950, at no expense to the College.
304. Grant permission to Doctor A. W. Young, Professor and Head Department of Plant Industry, to attend the Texas State Seed and Plant Board meeting and the annual meeting of the International Crop Improvement Association, Kansas City, Missouri, December 2-9, 1950; at no expense to the College.

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

305. Mrs. Vivian J. Adams, Professor and Head Department of Home Economics Education, to serve on committee to work on plans for the program of Vocational Homemaking in the State of Texas, Houston, Texas, September 26-28, 1950; expenses to be paid from Department of Home Economics Education Maintenance Account and reimbursable 50% by State Board for Vocational Education.
306. Mrs. Beatrice Alexander, Instructor in Foreign Languages, to attend the South-Central Modern Language Association meeting, Houston, Texas, November 2-4, 1950, at no expense to the College.
307. Mr. Theodor W. Alexander, Instructor in Foreign Languages, to attend the South-Central Modern Language Association meeting, Houston, Texas, November 2-4, 1950, at no expense to the College.

Short Leaves (continued)

308. Mr. H. A. Anderson, Associate Professor of Economics and Co-ordinator of Veterans Affairs, to accompany the band to Texas Christian University-Texas Tech Football Game, October 13-15, 1950, at no expense to the College.
309. Mr. Cecil Ayers, Associate Professor of Agronomy, to judge County Fair, Lamesa, Texas, September 27, 1950, at no expense to the College.
310. Mr. W. L. Bradshaw, Professor of Architecture, to attend Texas Society of Architects meeting, Dallas, Texas, October 31-November 4, 1950, at no expense to the College.
311. Mrs. Pauline B. Brittain, Head Cataloguer, to attend conference of Southwestern Library Association, San Antonio, Texas, November 6-10, 1950; expenses to be paid from Library Maintenance Account.
312. Mr. C. V. Bullen, Professor and Head Department of Electrical Engineering, to visit Stanolind Plant, Levelland, Texas, October 17, 1950, at no expense to the College.
313. Mr. H. Ray Burkhart, Assistant Professor of Animal Husbandry, to attend Mesquite Clinic, Spur, Texas, October 4, 1950; expenses to be paid from Department of Animal Husbandry Department Maintenance Account.
314. Doctor John S. Carroll, Professor and Head Department of Education, to visit schools at Levelland and Whiteface, Texas, and to confer with the superintendents; expenses to be paid from the Department of Education Maintenance Account. (October 3-4, 1950).
315. Doctor John S. Carroll, Professor and Head Department of Education, to attend T.A.S.A. Conference, Austin, Texas, October 8-9, 1950; expenses to be paid from Department of Education Maintenance Account.
316. Doctor John S. Carroll, Professor and Head Department of Education, to interview applicants for faculty position, Austin, Texas, September 21, 1950; expenses to be paid from Department of Education Maintenance Account.
317. Doctor John S. Carroll, Professor and Head Department of Education, to make field trip, September 19-20, 1950; expenses to be paid from Department of Education Maintenance Account.
318. Mr. Larry F. Cavazos, Teaching Fellow in Biology, to demonstrate new microtechnique before the Texas Academy of Science, Dallas, Texas, November 29-December 2, 1950; expenses to be paid from Department of Biology Maintenance Account.
319. Mr. Larry F. Cavazos, Teaching Fellow in Biology, to collect Research material, San Antonio, Texas, September 30-October 2, 1950, at no expense to the College.
320. Mr. W. P. Clement, Registrar and Director of Admissions, to attend meeting of Texas Association of College Registrars and Admissions Officers, Houston, Texas, October 17-21, 1950; expenses to be paid from Office of the Registrar Maintenance Account.
321. Miss Geraldine Clewell, Associate Professor of Home Economics Education, to attend the Province Workshop of Texas Home Economics Clubs, Abilene, Texas, October 26-28, 1950, at no expense to the College.
322. Mr. Jerry Copeland, Campus Laborer, to go to PanTech Farms after vacuum pump, September 25-26, 1950; expenses to be paid from Maintenance of Buildings and Building Equipment Maintenance Account.

Short Leaves (continued)

323. Mr. Jerry E. Copeland, Campus Laborer, to pick up State Fair exhibit, Dallas, Texas, October 23-24, 1950; expenses to be paid from Maintenance of Buildings and Building Equipment Maintenance Account.

324. Doctor J. C. Cross, Professor and Head Department of Biology, to appear on program of the Texas Academy of Science, Dallas, Texas, November 29-December 2, 1950; expenses to be paid from Department of Biology Maintenance Account.

325. Mr. Charles G. Decker, Associate Professor of Civil Engineering, to conduct an inspection trip to view the water and sewage treatment facilities at Snyder, Sweetwater, Abilene, San Angelo, and Big Spring; expenses to be paid from Department of Civil Engineering Maintenance Account.

326. Mr. James E. Dykes, Instructor in Marketing, to attend the 10th District Meeting of the Advertising Federation of America, Amarillo, Texas, October 22-24, 1950; expenses to be paid from Department of Marketing Maintenance Account.

327. Mr. J. L. Feazell, Campus Laborer, to go to Oceanside, California, to obtain GI truck; expenses to be paid from Maintenance of Buildings and Building Equipment Maintenance Account. (May 1-6, 1950).

328. Mr. N. C. Fine, Assistant Dean of Agriculture and Professor of Animal Husbandry, to judge livestock at Dawson County Fair, Lamesa, Texas, September 29, 1950, at no expense to the College.

329. Mr. N. C. Fine, Assistant Dean of Agriculture and Professor of Animal Husbandry, to judge Jerseys at West Texas Fair, Abilene, Texas, September 26, 1950, at no expense to the College.

330. Doctor W. B. Gates, Dean of Graduate Studies, to attend a meeting of the South-Central Modern Language Association, Houston, Texas, November 2-4, 1950; expenses to be paid from Department of English Maintenance Account.

331. Doctor Everett A. Gillis, Professor of English, to attend the annual meeting of South Central Modern Language Association, Houston, Texas, November 3-4, 1950; expenses to be paid from Department of English Maintenance Account.

332. Miss Martha Graves, Instructor in Home Economics Education, to attend the State Convention of the Texas Congress of Parents and Teachers, Mineral Wells, Texas, November 6-11, 1950; expenses to be paid from Department of Home Economics Education (Teacher Training) Maintenance Account, and reimbursable 83.32% by State Board for Vocational Education.

333. Mr. H. F. Godeke, Professor and Head Department of Mechanical Engineering, to attend ASME meeting, Amarillo, Texas, October 16, 1950, at no expense to the College.

334. Doctor Howard E. Golden, Associate Professor of Marketing, to attend regional meeting of Advertising Federation of America, Amarillo, Texas, October 23-24, 1950, at no expense to the College.

335. Doctor Eunice J. Gates, Professor of Foreign Languages, to attend the South-Central Modern Language Association, Houston, Texas, November 2-4, 1950; expenses to be paid from Department of Foreign Languages Maintenance Account.

336. Doctor Alan M. F. Gunn, Professor of English, to attend the meeting of the South Central Modern Language Association, Houston, Texas, November 2-6, 1950, at no expense to the College.



Short Leaves (continued)

337. Doctor T. Earle Hamilton, Associate Professor of Foreign Languages, to present a paper at the meeting of the South-Central Modern Language Association, Houston, Texas, November 2-5, 1950; expenses to be paid from Department of Foreign Languages Maintenance Account.

338. Doctor Gene L. Hemmle, Professor and Head Department of Music, to conduct Choral Festival, The University of Texas, Austin, Texas, November 17-18, 1950, at no expense to the College.

339. Doctor Gene L. Hemmle, Professor and Head Department of Music, to attend Board of Directors meeting of Texas Association of Music Schools, Fort Worth, Texas, October 21, 1950; expenses to be paid from Department of Music Maintenance Account.

340. Doctor Lyle E. Hessler, Research Associate, Cotton Research, to attend meeting of Cotton Merchandising Research, Austin, Texas, October 18-21, 1950; expenses to be paid from Cotton Research Funds.

341. Doctor Dysart E. Holcomb, Dean of Engineering, to visit Stanolind Plant, Levelland, Texas, October 17, 1950, at no expense to the College.

342. Doctor Dysart E. Holcomb, Dean of Engineering, to attend a meeting of Junior College executives, A. & M. College, College Station, Texas, October 9-12, 1950; expenses to be paid from Office of the Dean of Engineering Maintenance Account.

343. Mr. R. C. Janeway, Librarian, to attend conference of Southwestern Library Association, San Antonio, Texas, November 6-10, 1950; expenses to be paid from Library Maintenance Account.

344. Mr. Frederick M. Jay, Publicity, to publicize and promote football game at San Antonio, Texas, between Texas Tech--Texas A. & M. College, September 27-31, 1950; expenses to be paid from Athletic Funds.

345. Mr. Frederick M. Jay, Publicity, to promote Texas Tech--TCU football game, Fort Worth, Texas, October 13-14, 1950, at no expense to the College.

346. Mr. Frederick M. Jay, Publicity, to publicize football game between Texas Tech--Baylor University, Waco, Texas, October 20-21, 1950, at no expense to the College.

347. Mrs. Jean A. Jenkins, Executive Secretary, The Placement Service, to attend conference of Texas Personnel and Management Association and meeting of Southwest Placement Officers Association, Austin, Texas, October 31-November 3, 1950; expenses to be paid from Placement Office Maintenance Account.

348. Mr. Philip Johnson, Instructor in Petroleum Engineering, to pick up departmental equipment used in booth at Tri-State Fair, Amarillo, Texas, September 24, 1950; expenses to be paid from Department of Petroleum Engineering Maintenance Account.

349. Mr. George Keith, Assistant Beef Cattle Herdsman, to help exhibit six college steers in State Fair of Texas, Dallas, Texas, October 6-13, 1950; expenses to be paid from Department of Animal Husbandry Maintenance Account.

350. Mr. Herbert E. Kiske, Laboratory Superintendent, Cotton Research, to attend Cotton Merchandising Research meeting, Austin, Texas, October 18-21, 1950; expenses to be paid from Cotton Research Funds.

Short Leaves (continued)

351. Mr. F. A. Kleinschmidt, Professor and Head Department of Architecture, to attend the Texas Society of Architects meeting, Dallas, Texas, November 1-5, 1950, at no expense to the College.

352. Doctor Mina W. Lamb, Professor of Foods and Nutrition, to attend Dallas Fair as Counselor with German trainees attending Texas Technological College, Dallas, Texas, October 12-15, 1950; expenses to be paid from the Bavarian Home Economics Trainee Fund. (Reimbursable 100% by Federal Government).

353. Doctor P. Merville Larson, Professor and Head Department of Speech, to act as critic at Speech Festival, Canyon, Texas, December 2, 1950; expenses to be paid from Department of Speech Maintenance Account.

354. Miss Mary Catherine Lauderdale, Order Librarian, to attend conference of Southwestern Library Association, San Antonio, Texas, November 6-10, 1950; expenses to be paid from Library Maintenance Account.

355. Mr. George B. Long, Superintendent of Buildings and Building Equipment, to set up booth for State Fair, Dallas, Texas, October 2-6, 1950; expenses to be paid from Buildings and Building Equipment Maintenance Account.

356. Mr. George B. Long, Superintendent of Buildings and Building Equipment, to go to PanTech Farms to pick up vacuum pump, September 25-26, 1950; expenses to be paid from Buildings and Building Equipment Maintenance Account.

357. Mr. L. A. Maddox, Jr., Animal Husbandman, PanTech Farms, to attend the annual All-Staff Conference of the Texas Agricultural Experiment Station, College Station, Texas, October 18-22, 1950; expenses to be paid from PanTech Farms Maintenance Account.

358. Mr. L. A. Maddox, Jr., Animal Husbandman, PanTech Farms, to visit the R. H. Holland ranch, Perryton, Texas, and to inspect cattle entered in bull progeny work at PanTech Farms, September 22, 1950; expenses to be paid from PanTech Farms Maintenance Account.

359. Mr. Roy R. Male, Jr., Assistant Professor of English, to attend the meeting of the South-Central Modern Language Association, Houston, Texas, November 3-5, 1950, at no expense to the College.

360. Mr. Robert L. Mason, Assistant Professor of Mechanical Engineering, to attend ASME meeting, Amarillo, Texas, October 16, 1950, at no expense to the College.

361. Doctor Joseph T. McCullen, Assistant Professor of English, to attend annual meeting of South-Central Modern Language Association, Houston, Texas, November 3-4, 1950; expenses to be paid from Department of English Maintenance Account.

362. Mr. Marshall McDonald, Instructor in Mechanical Engineering, to attend ASME meeting, Amarillo, Texas, October 16, 1950, at no expense to the College.

363. Mr. Clarence Miller, Laborer, to set up booth for State Fair, Dallas, Texas, October 2-6, 1950; expenses to be paid from Buildings and Building Equipment Maintenance Account.

364. Mr. J. H. Millikin, Director of Extension, to attend annual meeting of the Texas State Teachers Association, San Antonio, Texas, November 22-27, 1950; expenses to be paid from Division of Extension Maintenance Account.



Short Leaves (continued)

365. Mr. Marlin P. J. Minter, Assistant Professor of Electrical Engineering, to be in charge of the Texas Technological College exhibit at the Texas State Fair, Dallas, Texas, October 5-24, 1950; expenses to be paid from Account 329 (General Expense).
366. Mr. Clint Moore, Campus Laborer, to go to PanTech Farms to pick up vacuum pump, September 25-26, 1950; expenses to be paid from Buildings and Building Equipment Maintenance Account.
367. Mr. Ray C. Mowery, Professor and Head Department of Animal Husbandry, to judge the Junior Sheep Show, State Fair of Texas, Dallas, Texas, October 18-20, 1950, at no expense to the College.
368. Mr. Clifford M. Parrish, Instructor in Civil Engineering, to conduct inspection trip to view the water and sewage treatment facilities at Snyder, Sweetwater, Abilene, San Angelo, and Big Spring, Texas, November 3-4, 1950; expenses to be paid from Department of Civil Engineering Maintenance Account.
369. Mr. William M. Pearce, Jr., Assistant Professor of History, to attend annual meeting of the Texas Archaeological and Paleontological Society, Canyon, Texas, October 27, 1950, at no expense to the College.
370. Mr. William T. Piper, Beef Cattle Herdsman, to exhibit college steers in State Fair of Texas, Dallas, Texas, October 6-13, 1950; expenses to be paid from Department of Animal Husbandry Maintenance Account.
371. Mr. W. V. Powell, Jr., Instructor in Mechanical Engineering, to attend ASME meeting, Amarillo, Texas, October 16, 1950, at no expense to the College.
372. Mr. L. J. Powers, Professor of Mechanical Engineering, to attend ASME meeting, Amarillo, Texas, October 16, 1950, at no expense to the College.
373. Mr. M. J. Smith, Professor of Electrical Engineering, to visit Stanolind Plant, Levelland, Texas, October 17, 1950, at no expense to the College.
374. Mr. M. J. Smith, Professor of Electrical Engineering, to attend Distribution Engineers Conference, Austin, Texas, October 2-5, 1950; expenses to be paid from Department of Electrical Engineering Maintenance Account.
375. Mr. H. A. Spuhler, Assistant Professor of Electrical Engineering, to attend the Fifth Annual Symposium on Instrumentation for the Process Industries, Bryan, Texas, October 11-14, 1950; expenses to be paid from Department of Electrical Engineering Maintenance Account.
376. Dean W. L. Stangel, Division of Agriculture, to judge auction sale of bulls, Mason, Texas, November 1, 1950; and to appear on Live-Stock Program, Fort Worth, Texas, November 2, 1950, at no expense to the College.
377. Dean W. L. Stangel, Division of Agriculture, to serve as General Livestock Superintendent of the State Fair of Texas, Dallas, Texas, October 5-20, 1950, at no expense to the College.
378. Mr. O. A. St. Clair, Professor and Head Department of Industrial Engineering and Engineering Drawing, to accompany a group to the plant of the U. S. Gypsum Company, Sweetwater, Texas, September 21-22, 1950, at no expense to the College.

Short Leaves (continued)

379. Doctor Alan L. Strout, Professor of English, to read a paper at the South-Central Modern Language Association, Houston, Texas, November 2-4, 1950; expenses to be paid from Department of English Maintenance Account.

380. Mr. Joe F. Tarpley, Teaching Fellow in English, to attend the English Workshop, Stephenville, Texas, October 20-21, 1950, at no expense to the College.

381. Mr. Roy Lee Taylor, Campus Laborer, to pick up Texas Technological College exhibit at State Fair, Dallas, Texas; expenses to be paid from Maintenance of Buildings and Building Equipment Maintenance Account.

382. Miss Cecilia Thompson, Assistant Professor of Speech, to attend the Southwest Theatre Conference, Waco, Texas, October 19-22, 1950; expenses to be paid from Department of Speech Maintenance Account.

383. Mr. Ray Towles, Campus Laborer, to set up booth for Texas Technological College exhibit at State Fair, Dallas, Texas; expenses to be paid from Maintenance of Buildings and Building Equipment Maintenance Account.

384. Mr. Kirk B. Turner, Assistant Professor of Animal Husbandry, to attend Mesquite Clinic at Agricultural Experiment Station, Spur, Texas, October 4, 1950; at no expense to the College.

385. Mr. Elo J. Urbanovsky, Landscape Architect, to attend American Institute of Park Executives, Dallas, Texas, September 26-29, 1950; expenses to be paid from Care and Maintenance of Campus Maintenance Account.

386. Doctor Ernest Wallace, Professor of History and Anthropology, and Assistant Dean of Arts and Sciences, to attend annual meeting of the Texas Archaeological and Paleontological Society, Canyon, Texas, October 27-28, 1950, at no expense to the College.

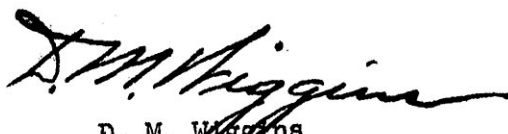
387. Mr. D. O. Wiley, Professor of Music and Director of Bands, to participate in "Century of Progress Music Festival," Dallas, Texas, at no expense to the College. (October 18-19, 1950).

388. Mr. Floyd L. Williams, Associate Professor of Mechanical Engineering, to attend ASME meeting, Amarillo, Texas, October 16, 1950, at no expense to the College.

389. Doctor A. W. Young, Professor and Head Department of Plant Industry, to attend a meeting of the Texas Seed Council, and a meeting of the Texas Seedsman's Association, Dallas, Texas, November 1-4, 1950, at no expense to the College.

390. Doctor A. W. Young, Professor and Head Department of Plant Industry, to assist in making awards for the Corn Acreage Yield Contest for Texas at the State Fair, Dallas, Texas, October 9-10, 1950, at no expense to the College.

Respectfully submitted,

  
D. M. Wiggins  
President

TEXAS TECHNOLOGICAL COLLEGE  
OFFICE OF THE PRESIDENT  
LUBBOCK, TEXAS

November 18, 1950

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 at a meeting to be held in Amarillo, Texas, December 1, 1950.

RECOMMENDED ACTIONS

Office of the President

391. Accept the resignation of Miss Doniece Cline, Receptionist, at the close of the day, October 31, 1950. (Budgeted salary, \$2400.00 for 12 months).

392. Employ Mrs. Betty Massey as Receptionist (Temporary) effective November 1, 1950, at a salary rate of \$200.00 per month, vice Miss Doniece Cline, resigned. (Budgeted salary).

Office of the Comptroller

393. Employ Miss Norma Jean Foster as Clerk (Pay Roll and General) effective November 1, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Marjorie Jo Buck, resigned. (Budgeted salary).

394. Accept the resignation of Mrs. Marjorie Jo Buck, Clerk (Pay Roll and General), effective at the close of the day, October 31, 1950. (Budgeted salary, \$1800.00 for 12 months).

Office of the Registrar

395. Change the salary rate of Mrs. Gussie C. McDermott, Secretary, from a salary rate of \$2220.00 to \$2400.00 for 12 months, effective November 1, 1950. (Budgeted salary, \$2400.00 for 12 months).

396. Accept the resignation of Mrs. Betty Stewart, Clerk, effective at the close of the day, November 1, 1950. (Budgeted salary, \$1800.00 for 12 months).

397. Employ Miss Lois Jasper as Clerk (Temporary), effective November 6, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Betty Stewart, resigned. (Budgeted salary).

398. Accept the resignation of Miss Rosemary Nelms, Clerk, effective at the close of the day, November 11, 1950. (Budgeted salary, \$1800.00 for 12 months).

399. Accept the resignation of Mrs. Frieda Sonnenberg, Clerk, effective at the close of the day, November 4, 1950. (Budgeted salary, \$1800.00 for 12 months).

400. Accept the resignation of Mrs. Dorothy Mears, Clerk, effective at the close of the day, November 4, 1950. (Budgeted salary, \$1800.00 for 12 months).

401. Employ Miss Kathleen Martin as Clerk, effective November 13, 1950 through August 31, 1951 at a salary rate of \$1800.00 for 12 months, vice Mrs. Dorothy Mears, resigned. (Budgeted salary).

402. Employ Mrs. Mary Pat Richardson as Clerk, effective November 15, 1950 through August 31, 1951 at a salary rate of \$1800.00 for 12 months, vice Mrs. Freda Sonnenberg, resigned. (Budgeted salary).

Animal Husbandry

403. Accept the resignation of Lonnie Marx, Horseman, effective at the close of the day, October 31, 1950. (Budgeted salary, \$1800.00 for 12 months).

404. Employ Joe Igo as Horseman, effective November 1, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Lonnie Marx, resigned. (Budgeted salary).

Education

405. Appoint Doctor Benjamin L. Gotham as Assistant Professor of Education (Part-time), effective October 10, 1950 through January 31, 1951, at a salary rate of \$750.00.

406. Increase the salary of Mr. T. B. Livingston, Assistant Professor of Education, in the amount of \$300.00 for the Fall Semester 1950-51. (Mr. Livingston is acting as Supervisor for Teacher Training Programs which have been instituted over the South Plains area). The above amount, \$300.00, includes compensation for the use of Mr. Livingston's automobile.

Office of the Dean of Arts and Sciences

407. Employ Mrs. Dorothy F. Stokes as Secretary to the Assistant Dean of Arts and Sciences, effective November 6, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Carol Sherrod, resigned. (Budgeted salary, \$1900.00 for 12 months).

Office of the Dean of Home Economics

408. Accept the resignation of Mrs. Eunice J. Hays, Secretary to the Dean of Home Economics, effective at the close of the day, November 15, 1950. (Budgeted salary, \$2200.00 for 12 months).

409. Employ Mrs. Helen B. Flenniken as Secretary to the Dean of Home Economics, effective November 16, 1950 through August 31, 1951, at a salary rate of \$2200.00 for 12 months, vice Mrs. Eunice J. Hays, resigned. (Budgeted salary).

Graduate Division

410. Appropriate from the unappropriated balance, the sum of \$390.00-- This amount to be used for Student Assistants in the Graduate Division.

Library

411. Accept the resignation of Mrs. Betty Johnson, Catalogue Clerk, effective at the close of the day, October 31, 1950. (Budgeted salary, \$1900.00 for 12 months).

412. Employ Mrs. Shirley McCaskill as Catalogue Clerk, effective November 15, 1950 through August 31, 1951, at a salary rate of \$1900.00 for 12 months, vice Mrs. Betty Johnson, resigned. (Budgeted salary).

Maintenance of Buildings and Building Equipment

413. Accept the resignation of Thomas Morgan, Laborer, effective at the close of the day, November 2, 1950. (Budgeted salary, \$1740.00 for 12 months).

Extension Division

414. Accept the resignation of Mrs. Euleta H. Stockard, Filing Clerk, effective at the close of the day, October 31, 1950. (Budgeted salary, \$1800.00 for 12 months).

415. Employ Mrs. Frances E. Abshire as Filing Clerk, effective November 1, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Euleta H. Stockard, resigned. (Budgeted salary).

Dormitory Systems

416. Employ Mrs. Tiny Grace Doggett as Stenographer, Office of the Director of Food Service, effective October 27, 1950 through August 31, 1951, at a salary rate of \$2400.00 for 12 months, vice Mrs. Bess A. Banks, advanced to Assistant to Director of Food Service. (Budgeted salary, \$1800.00 for 12 months).



Dormitory Supervision (Office of the Dean of Women)

417. Accept the resignation of Miss Marian Louise Cox, Dormitory Counselor, effective at the close of the day, October 31, 1950.

418. Employ Miss Gloria C. Mackrie as Counselor, Women's Residence Hall III, effective November 1, 1950 through July 1, 1951, at a salary rate of \$2000.00 for 10 months plus room, private bath and meals, vice Miss Marian Louise Cox, resigned. (Budgeted salary).

Cotton Research

419. Accept the resignation of Mr. Herbert E. Kieke, Laboratory Superintendent, effective at the close of the day, November 30, 1950.

420. Accept the resignation of Mrs. Laura Belle Kieke, Fiber Laboratory Supervisor, effective at the close of the day, November 30, 1950.

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:

421. Mrs. Vivian J. Adams, Professor and Head Department of Home Economics Education, to attend the Southern Regional Conference, Washington, D. C., February 19-23, 1951; expenses to be paid from Department of Home Economics Education Maintenance Account and reimbursable 50% by State Board for Vocational Education, Austin, Texas.

422. Doctor J. William Davis, Professor and Head Department of Government, to accompany football team to Tucson, Arizona, November 17-19, 1950, at no expense to the College.

423. Mr. J. Russell Heitman, Professor and Head Department of Journalism, to make calls on newspaper publishers in West Texas and Eastern New Mexico, November 24-25, 1950, at no expense to the College.

424. Mr. Fredrick Jay, Publicity Director, to publicize the Texas Tech-Arizona University football game, November 17-18, 1950, at no expense to the College.

425. Mr. Judd Morrow, Assistant Professor of Agronomy, to act as official judge at the National Intercollegiate Crops Contest, Kansas City, Missouri, November 18-29, 1950, and to aid in the direction of the International Collegiate Crops Contest, Chicago, Illinois, November 25, 1950; expenses to be paid from the Department of Plant Industry Maintenance Account.

426. Dean W. L. Stangel, Division of Agriculture, to judge at the Louisiana Livestock Show, Baton Rouge, Louisiana, November 8-11, 1950, at no expense to the College.

427. Dean W. L. Stangel, Division of Agriculture, to attend the annual meeting of the American Society of Animal Production, Chicago, Illinois, November 23-30, 1950; expenses to be paid from the Department of Animal Husbandry Maintenance Account.

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

428. Mr. Theodor W. Alexander, Instructor in Foreign Languages, to attend the Foreign Language Section of the Texas State Teachers Association meeting, San Antonio, Texas, November 23-25, 1950; expenses to be paid from the Department of Foreign Languages Maintenance Account.

429. Mr. James G. Allen, Dean of Student Life, to attend the State Meeting of Deans and Advisers of Men, San Antonio, Texas, October 30-November 2, 1950; expenses to be paid from the Office of the Dean of Men Maintenance Account.

Short Leaves (continued)

430. Doctor John S. Carroll, Professor and Head Department of Education, to participate in the Third Annual Conference of the Texas Commission on Teacher Education, Mineral Wells, Texas, November 5-8, 1950; expenses to be paid from the Department of Education Maintenance Account.
431. Mr. Larry F. Cavazos, Teaching Fellow in Biology, to collect research material in the vicinity of Kingsville, Texas, November 18-20, 1950, at no expense to the College.
432. Miss Geraldine Clewell, Associate Professor of Home Economics Education, to attend a meeting of Area III Homemaking Teachers, El Paso, Texas, November 17-19, 1950; expenses to be paid from the Department of Home Economics Maintenance Account and reimbursable 50% by State Board for Vocational Education, Austin, Texas.
433. Professor Gordon Fuller, Department of Mathematics, to address Mathematics teachers at a Regional Meeting in Amarillo, Texas, November 4-5, 1950; expenses to be paid from the Department of Mathematics Maintenance Account.
434. Mr. Leverett L. Guess, Part-time Instructor in Psychology, to attend Texas Personnel Association Meeting, Austin, Texas, November 1-4, 1950; expenses to be paid from Veterans Guidance Center Maintenance Account.
435. Professor L. G. Harmon, Department of Dairy Manufactures, to attend the annual meeting of the Texas Academy of Science, Dallas, Texas, November 30-December 3, 1950; expenses to be paid from the Department of Dairy Manufactures Maintenance Account.
436. Professor L. G. Harmon, Professor of Dairy Manufactures, to conduct a field trip to Plainview, Texas, November 13, 1950; expenses to be paid from the Department of Dairy Manufactures Maintenance Account.
437. Miss Zoe Harris, Director of Food Service, to attend a meeting of the Texas Dietetic Association, Houston, Texas, November 11-12, 1950; expenses to be paid from the Dormitory Systems Maintenance Account.
438. Doctor Emmett Hazlewood, Professor and Head Department of Mathematics, to attend a meeting of the Texas Commission on Teacher Education, Mineral Wells, Texas, November 4-7, 1950; expenses to be paid from the Department of Mathematics Maintenance Account.
439. Doctor Gene L. Hemmle, Professor and Head Department of Music, to attend a meeting on Teacher Certification, Mineral Wells, Texas, November 5-7, 1950; expenses to be paid from the Department of Music Maintenance Account.
440. Doctor Gene L. Hemmle, Professor and Head Department of Music, to attend Texas State Teachers Association meeting, San Antonio, Texas, November 23-25, 1950; expenses to be paid from the Department of Music Maintenance Account.
441. Doctor Dysart E. Holcomb, Dean of Engineering, to represent Texas Technological College at the inauguration of President Harrington, Texas A. & M. College, College Station, Texas, November 8-10, 1950; expenses to be paid from the Office of the Dean of Engineering Maintenance Account.
442. Miss Leta Jane Holman, Instructor in Biology, to attend Botany Field Trip, Fort Davis, Texas, November 17-19, 1950, at no expense to the College.
443. Mr. R. C. Janeway, Librarian, to attend a meeting of the Texas Library Association, Alpine, Texas, November 18, 1950; expenses to be paid from the Library Maintenance Account.



Short Leaves (continued)

444. Mr. Frederick Jay, Director of Public Information, to publicize Texas Tech-Rice football game, Houston, Texas, November 3-4, 1950, at no expense to the College.

445. Mr. Frederick Jay, Director of Public Information, to publicize Texas Tech-Hardin-Simmons football game, Abilene, Texas, December 1-2, 1950, at no expense to the College.

446. Mr. Lewis N. Jones, Assistant Dean of Men, to attend State Meeting of Deans and Advisers of Men, San Antonio, Texas, October 30-November 2, 1950; expenses to be paid from Dean of Men (Dormitory Supervision) Maintenance Account.

447. Doctor Ramon W. Kireilis, Professor and Head of Physical Education, to attend a regional A.A.U. meeting, Amarillo, Texas, November 9, 1950; expenses to be paid from the Department of Physical Education for Men Maintenance Account.

448. Doctor Ramon W. Kireilis, Professor and Head Department of Physical Education for Men, to attend a conference on problems pertaining to Certification of Health Education Teachers in the State of Texas, Mineral Wells, Texas, November 5-8, 1950; expenses to be paid from the Department of Physical Education for Men Maintenance Account.

449. Doctor Ramon W. Kireilis, Professor and Head Department of Physical Education for Men, to consult members of the Texas Education Agency, Austin, Texas, November 5, 1950; expenses to be paid from the Department of Physical Education Maintenance Account.

450. Miss Mary Catherine Lauderdale, Order Librarian, to appraise new order system, Baylor University, Waco, Texas, December 1-2, 1950, at no expense to the College.

451. Mr. T. B. Livingston, Assistant Professor of Education, to attend the Texas Commission on Teachers Education Conference, Mineral Wells, Texas, November 5-8, 1950; expenses to be paid from Department of Education Maintenance Account.

452. Mr. Judd Morrow, Assistant Professor of Plant Industry, to accompany the Agronomy 437 class on a field trip to Spur, Texas, October 30, 1950, at no expense to the College.

453. Mr. Ray C. Mowery, Professor and Head Department of Animal Husbandry, to confer with officials at Pan-Tech Farm in regard to the sheep cross breeding program, November 16, 1950; expenses to be paid from Department of Animal Husbandry Maintenance Account.

454. Mr. Ray C. Mowery, Professor and Head Department of Animal Husbandry, to attend the Thirty-fifth Annual Meeting of the Texas Sheep and Goat Raisers Association, Fort Worth, Texas, November 20-22, 1950; expenses to be paid from the Department of Animal Husbandry Maintenance Account.

455. Mr. Ray C. Mowery, Professor and Head Department of Animal Husbandry, to attend the Texas Agricultural Workers Association meeting, Mineral Wells, Texas, January 11-15, 1951; expenses to be paid from the Department of Animal Husbandry Maintenance Account.

456. Miss Doris Nesbitt, Assistant Professor of Home Economics Education, to attend a meeting of the Texas Commission of Education, Mineral Wells, Texas, November 5-7, 1950; expenses to be paid from Department of Home Economics Education Maintenance Account and reimbursable 50% by State Board for Vocational Education, Austin, Texas.

457. Doctor Reginald Rushing, Professor and Head Department of Accounting and Finance, to attend a meeting of Texas Association of University Instructor in Accounting; also attend meeting of Texas State Teachers Association, San Antonio, Texas, November 23-25, 1950; expenses to be paid from Department of Accounting and Finance Maintenance Account.

Short Leaves (continued)

458. Mr. L. B. Smith, Creamery Superintendent, to conduct field trip in Dairy Manufactures to Plainview, Texas, November 13, 1950; expenses to be paid from Department of Dairy Manufactures Maintenance Account.

459. Doctor R. A. Studhalter, Professor of Biology, to direct field trip to the Davis Mountains, Fort Davis, Texas, November 17-19, 1950, at no expense to the College.

460. Mr. Archie W. Sullivan, Assistant Professor of Plant Industry, to attend Irrigation Conference, Plainview, Texas, November 16, 1950, at no expense to the College.

461. Mr. Archie W. Sullivan, Assistant Professor of Plant Industry, to conduct field trip to Spur, Texas, October 30, 1950, at no expense to the College.

462. Dean Margaret W. Weeks, Division of Home Economics, to attend Executive Committee meeting of Texas State Nutrition Council, Dallas, Texas; expenses to be paid from the Office of the Dean of Home Economics Maintenance Account.

463. Mr. William A. Yardley, Supervisor, Men's Dormitory III, to attend State meeting of Deans and Advisers of Men, San Antonio, Texas, October 30-November 2, 1950; expenses to be paid from Office of the Dean of Men (Dormitory Supervision) Maintenance Account.

464. Doctor A. W. Young, Professor and Head Department of Plant Industry, to attend the Irrigation Conference at Plainview, Texas, November 16, 1950, at no expense to the College.

465. Doctor A. W. Young, Professor and Head Department of Plant Industry, to sponsor a field trip to Spur, Texas, October 30, 1950, at no expense to the College.

Respectfully submitted,



D. M. Wiggins  
President