

UCCSN Board of Regents' Meeting Minutes July 14-15, 1911

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Reno, Nevada
July 14, 1911

An adjourned meeting of the Board of Regents was held at their Office on July 14th, 1911. Present: Henderson, Codd and Reid. Absent: Williams and O'Brien.

Resolutions offered by Mr. Codd were read as follows:

#1

That Mr. C. H. Gorman be and is hereby nominated and appointed Assistant Secretary to the Board of Regents.

That his duties shall be to do all the clerical work of writing the minutes of the Board, keeping accurate records of all their meetings under the direction of Secretary Taylor and the President.

#2

That he is hereby appointed Auditor and Accountant of the University of Nevada, that all requisitions be entered by him after proper approval by the Regents and the President of the University, so that a proper check can be made when the bills are submitted. That all bills and orders for money be entered by him as they are received at the University, that the same be carefully checked and audited by him, after which they shall be approved by the President and the Board of Regents.

#3

That all account books, moneys received and paid out shall be kept in the Business Office of the Auditor and Accountant and that the new book ordered by the Board of Regents be opened at once and that all entries be made there in or all moneys received and disbursed from January 1, 1911, and

that the same be properly posted and entered up to date and kept as the permanent record of the University of Nevada.

#4

That all employees of the University of Nevada, must from this day on, support their claims against the University of Nevada by proper receipts or bills for all cash items that they may have expended for the University. This is particularly intended for those Professors or employees who are out on the road for the University and spending money for traveling expenses, hotel bills, meals, etc. That the University at once secure proper blank receipt books for this purpose, and that any one going on trips for the University of any nature whatever where money has to be expended, and where no receipts or bills properly receipted can be presented, no claim shall be allowed by the University of Nevada until such proper receipt or bills are presented. However special cases may be presented to the Board of Regents supported by the President's approval.

#5

That all bills shall be paid monthly by the University of Nevada, and that no bill shall be tabled or held up -- unless the matter is first brought before the Board of Regents and if bills are held up -- they shall be put on a proper file and marked "bills held in dispute".

#6

That the President shall prepare at once a detailed statement of the moneys received from the State of Nevada, the Government of the United States, or from any other source, for 1911-12, and present same to the Board of Regents, together with his detailed statement of a budget, setting aside in detail each Department the amount of money he feels shall be used by such Department, and that the same be adopted by the Board of Regents, after their consideration of the same. Then the same be entered on the proper books of the Accountant and Auditor, and that the proper distribution be made of all moneys expended by the University of Nevada in accordance with said budget.

#7

That all cash received at the University of Nevada and for the University, of whatever nature, shall be deposited in

one of the local banks, and that proper vouchers and checks be drawn for or against the same, when they are properly approved by the Auditor and President. That these cash accounts shall be opened under their proper heading, and used for their proper purchase only. That complete itemized statements be made monthly of all these accounts and be presented to the Board of Regents, supported by proper vouchers and checks for their approval.

#8

That after the budget above ordered is adopted, no fund shall be changed from one account to the other without the same being presented to the Board of Regents and ordered changed by them in regular or special session and proper entries being made on the minutes of the Board of the same.

#9

That a Secretary's Revolving Fund be created at once for the sum of \$2000. This amount to be arranged for by the President and the Board of Regents. That the same be deposited in one of the local banks and be called "Secretary's Revolving Fund University of Nevada". That proper checks be provided and that this fund shall be drawn on by the Assistant Secretary, Accountant and Auditor to orders approved by the President. But that fund shall be used only for such cash accounts as the University may require such as postage, freight, express, special discounting of bills, advances for traveling expenses, only when absolutely necessary. Special payments of wages for men in the employ of the University. That an itemized statement of this Revolving Fund account be presented by the Auditor and Accountant monthly to the Board of Regents, supported by properly receipted bills and vouchers, together with his checks drawn on the bank for said funds.

#10

That an itemized statement of all cash in banks or appropriations coming to the University of Nevada be made monthly under their proper heads, and be presented to the Board of Regents for their approval.

#11

That the books kept by the Auditor and Accountant shall be so arranged as to keep an accurate cost of each Department

of the University of Nevada, so that the same can be called for by the President or the Board of Regents.

#12

That an accurate account shall be kept of all Janitors and students that are employed by the University of Nevada, and that proper time checks be presented to the Business Office of the University, and be approved by the Accountant and President. These time checks to be kept daily by those who are only employed on special occasions, and that such time checks shall show on what building or what part of the grounds such work was performed. Where men are employed monthly their time checks shall show on what buildings or what part of the grounds they are employed on. That the President of the University shall be furnished with a Secretary for his stenographic work, etc. and that the entire time of the Assistant Secretary to the Board of Regents Auditor and Accountant, shall be given to this work only, under the direction of the President and the Board of Regents.

#13

That Mr. C. H. Gorman be granted a few days leave of absence to run down to the University of California to see how they keep their accounts and how they conduct the business end of their University: that he make a report of the same to the Board of Regents and the President of the University of Nevada. This is to be done at once.

#14

That the Board of Regents arrange for a semi-annual audit of the books and accounts of all funds of the University of Nevada by an outside auditor. That this audit shall cover the University of Nevada proper, the Experiment Station, or any other Department under the control of the Board of Regents or the Board of Control. And that such report shall be made to the Board of Regents semi-annually by such auditor. That this expense come out of the Regents' Fund.

/s/ A. A. Codd

On motion of Mr. Reid, seconded by Henderson, these resolutions were duly adopted and ordered put into effect at once.

The following recommendations and report were made by the Presi-

dent to the Board of Regents at their meeting of July 14th:

Gentlemen:

Making the report and the recommendations to this date.

Students and Teachers

I was asked recently to run over the list of our faculty and students and see if I could not reduce the teaching force for the coming year.

Taking the record of the new catalogue I find that we have Professors who devote their entire time to teaching, 14; Assistant Professors, 2; Instructors, 6, in the University. Dividing the number of students in attendance last year - 212 - by 14, gives us 15 and $1/7$ students to a Professor; dividing the number by 16 gives $13 \frac{1}{4}$ students to the Professor and Assistant Professor; dividing by 22 gives 9 and $7/11$ students to the Professor, Assistant Professor and Instructor. I need not remind you that this mathematical statement is no guide whatever. This number would mean that one man or one woman was taking care of $9 \frac{7}{11}$ or $13 \frac{1}{4}$, or $15 \frac{1}{7}$ students throughout their entire course of instruction. These numbers represent students in the Arts and Science Department, consisting of three different Schools, in the College of Agriculture, in the College of Engineering, representing three different Schools and in the State Normal School. No Professor teaches less than 12 hours a week and some of them devote as high as 22 hours to the work in the classroom and the laboratory.

High School

In the High School the number of the students -- 90 -- divided by the number of teachers who give their entire time to the work of teaching -- 5 -- gives 18 students to each teacher. but there are at least 6 different subjects to each student, making 540 subjects provided for by these 5 teachers, and some additional force in the shops and in the Commercial Department.

I think this cursory showing is a sufficient answer to the fault finders who say that we have one Professor for every 5 students.

In the College of Agriculture members of our Station staff teach one to two classes in addition to the Experiment Station work. Of these there are 7 or 8 men. In short, the University of this State represents, as the Regents will know, much larger

and more numerous activities than are represented by the teaching in the University. The teaching function is the first function and the number of students that the University has at the present time is a goodly number.

Let me cite the activities of this University:

1. Its teaching activity, representing 9 different Schools.
2. State Analytical Laboratory, which serves the prospectors and miners of this State with expense. This represents the work of at least one man during the year.
3. The museum, to which one of our Professors devotes a large part of his time.
4. The Hygienic Laboratory, one man all of his time, and one man part of his time.
5. The Pure Food and Drug Inspection and Laboratory, occupying the time of two men and an occasional third man.
6. The Standard weights and Measures, not yet gone into effect, but which will require the services of one man.
7. The High School, teaching activity, 90 students.
8. Agricultural Experiment Station, Hatch Fund.
9. Agricultural Experiment Station, Adams Fund.
10. Dry Farm at Elko.
11. Agricultural Extension and Farmer's Institutes -- planned for but nothing done as yet.

I submit this statement in the rough merely to show you how large are the interests and how important the work presided over by the Regents and the Board of Control of Station. I say without fear of contradiction that the progress that we have made both within and without the institution is marvelous and the University should be the subject of congratulations rather than the carping criticisms which are so often heard.

Recommendations

1. I recommend the election of Albert T. Volwiller of the University of Chicago as teacher of History and English in the

High School at a salary of \$1200 per year, beginning with the first of August, 1911. This resolution was adopted.

2. I recommend the election of Grace Alice Day as teacher in the training school for the year beginning August 1, 1911, at an annual salary of \$1500. I will lay before the Regents the record of Miss Day, who is a graduate of Teachers' College, Columbia. This record is first class. This is the first appointment under the organization of the College of Education. Two persons have been named for this particular work, Miss Day and Mr. Charles B. Dyke. I have had some telegraphic correspondence with Mr. Dyke. He held out for \$2400 but at last he consented to come the first year for \$2200. He is now at Columbia University. I know him personally and he is a first class man. Frankly, I hesitate to recommend him for appointment for fear the Board of Regents will not approve it, thinking that perhaps we can get along with only one supervising teacher. There are ample means in our budget of the College of Education for this man and I believe that it would be wise to take him. You understand that we expect to fit up the tower room in Orvis Ring School for this one supervisor, or these two supervisors, as you may determine.

The recommendation electing Miss Day was adopted.

No action was taken on the recommendation concerning Mr. Dyke.

Psychological Laboratory

The Psychological Laboratory will need to be fitted up in the southeast room of the first floor of Morrill Hall.

I have some plans looking to the fixing up of that Laboratory which will also be the recitation room of Professor Ordahl, the practical Head of the Department of Education.

President Stubbs and Regent Codd were appointed a committee to attend to this matter.

J. E. Stubbs
President

The following report from Dr. Stubbs was also presented to the Regents at their meeting of July 14th:

July 14, 1911

To the Hon. Board of Control

Agricultural Experiment Station, Reno

Gentlemen:

Dr. A. G. True, Director of the Office of Experiment Stations, was here June 28th and 29th. He examined the Station accounts and I believe conferred also with one member of the Board of Regents. I called at Dr. True's office in Washington on Monday the 19th, but he had already departed for the west. I conferred with Dr. Allen and had him advise Dr. True that I would meet him in San Francisco upon my return. On Monday, the 10th of July, I met Dr. True by appointment in Berkeley and spent half a day in conference with him. He was much pleased with the work of our Station staff during the past year and took occasion to speak in a commendatory way of every one of them. He approved our action in allowing Dr. Jacobson to work in other laboratories than this Station Laboratory under the conditions that this Board of Control had fixed, namely, that Dr. Jacobson would make a report where he was, what he was doing, and work he had accomplished, every three months, and that he would not charge the Station with any of his traveling expenses, but receive his regular salary, plus a sum not exceeding \$500 for breakage in laboratories, if they charged anything on that account.

I recommend to the Board of Control the following which is made after conference with Dr. True and with his full sanction:

1. Dr. P. B. Kennedy to be Associate Director in charge of the work under the Hatch and Adams Funds, at a salary of \$2800 per year, to begin the first of October, 1911, at which time his leave of absence will end. It is understood that he will keep his Department of Botany, Horticulture and Forestry.
2. I recommend that Gordon H. True be appointed Associate Director of the Agricultural Farm Extension work, which is to include Farmers' Institutes, railroad demonstration trains, country life, and dry farming, at a salary of \$2800 a year, beginning with the first of July, 1911. It is understood that Professor True's Department in the Station and College is that of Agriculture and Animal Husbandry, which include Irrigation and Dairying.
3. I recommend that the salary of Dr. J. E. Church be fixed at \$83.33 per month from the Adams Fund, as in charge of Mount Rose Observatory, to begin, July 1, 1911.
4. I recommend that Mrs. Louise Blaney Twaddle be appointed

stenographer for Mr. Kennedy and Mr. True and their associates in agricultural teaching and investigation at a salary of \$93.35 per month from the Hatch Fund, beginning August 1, 1911.

5. I recommend that the salary of the Director of the Station be placed at \$200 per annum beginning with the first of July, 1911, from the Hatch Fund.
6. I recommend that the Agricultural Fair Grounds be regarded as belonging to the Department of Agriculture and that it is not a part of the Experiment Station or the Experiment Station Farm.
7. I recommend that the Board of Regents and the Director of the Station be appointed a committee to determine about the purchase of the stock from the Experiment Station and its transfer to the Agricultural Farm.

Very truly yours,

Director

No action was taken on recommendation No. 1, referring to Dr. Kennedy.

No action was taken on recommendation No. 2, regarding G. H. True.

No action was taken on recommendation No. 3, regarding J. E. Church.

Recommendation regarding appointment of Louise Blaney Twaddle, No. 4, as Secretary to the Agricultural Department, adopted by motion.

No action taken regarding salary of Director, recommendation No. 5.

Recommendation No. 6, regarding Fair Grounds, adopted by motion.

Recommendation No. 7, regarding committee for purchase of stock, adopted by motion.

No further business appearing, the Board adjourned subject to the call of the Chairman.

A. A. Codd

Chairman

Geo. H. Taylor
Secretary