

UCCSN Board of Regents' Meeting Minutes February 9-10, 1915

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Reno, Nevada
February 9, 1915

Adjourned meeting of the Board of Regents resumed on February 9 at 9 o'clock, at the President's office at the University. The following members were present: Regents Codd, Pratt, O'Brien, Sullivan and Chairman Henderson, President Hendrick and Assistant Secretary Gorman.

The Board proceeded to the examination of the estimates of the University for the ensuing biennial. The schedules indicating the receipts and expenditures for the past biennial were presented by the Comptroller. After minute examination of these schedules it was moved by Mr. Codd, seconded by Mr. Pratt, that the Regents request the Legislature of the State to set a tax rate which will yield a sufficient sum to cover an expenditure for 1915-16 of \$203,022.00, to be made up as follows:

Administrative Salaries	\$12,600.00
Clerical Salaries	3,000.00
Buildings and Grounds	19,220.00
Instructional Salaries	26,660.00
General Expense	38,125.00

Total of \$99,605.00 for the year 1915, to which will be added an increase of \$3812.50, being 10% of the general expense for 1915, for the year 1916, making a total of \$103,417.50 for 1916. Motion carried unanimously, voting for it were Pratt, Codd, O'Brien, Sullivan and Henderson. This fund is to be known as the Maintenance Fund of the University for the biennial.

Discussion took place upon the various Public Service Divisions of the University, more particularly upon the Department of Food and Drugs Control and Weights and Measures, and the Department of Veterinary Science. The President's recommendation was that the police powers be taken out of these Departments, but if the Governor did not favor this, then that the appropriation for these Departments should be left as in the previous biennial.

The Departments considered as belonging to the Public Service

Division, with the appropriations necessary for their maintenance, are listed as follows:

State Analytical Laboratory	\$ 5,000.00
State Hygienic Laboratory	10,000.00
Food and Drugs Department and Weights and Measures	14,000.00
Veterinary Science	12,000.00
Soils Laboratory	2,000.00
Extension Division	4,587.00
Experiment Station	2,000.00
Engineering Experimentation	5,000.00

making a total of \$54,587.00

Motion made by Mr. Pratt, seconded by Mr. O'Brien, that the Legislature be asked to appropriate \$54,587.00 for the maintenance of the Public Service Division of the University. On record vote: aye - Pratt, Codd, O'Brien, Sullivan and Chairman Henderson.

Motion made by Dr. Sullivan, seconded by Mr. Pratt, that the Legislature be asked to grant \$5000 for the Regents' Contingent Fund. On record vote: aye - Pratt, Codd, O'Brien, Sullivan and Chairman Henderson.

A discussion took place upon the advisability of asking the Legislature for a sum of money so that there might be established in connection with the Veterinary Department a station for the production of serums and vaccines, etc. It was pointed out that the Cattle Growers' Association in discussing the matter had expressed themselves as very favorable to it, particularly as it gave them warrant that the vaccines and toxins would be effective in the control of disease, that the commercial vaccines and serums were very disappointing and that they resulted sometimes in the introduction of infectious diseases.

Motion made by Dr. Sullivan, seconded by Mr. Pratt, that the Legislature be asked for an appropriation of \$3000 for the support of this enterprise. The following voted in favor of the motion: Pratt, Codd, O'Brien, Sullivan and Chairman Henderson.

Discussion took place about clearing the title of a certain part of the Campus, and it was the consensus of opinion that Mr. R. M. Price should be invited to draw up a bill which will request the Legislature for an appropriation of a sum of money, approximately \$10,000, to be used in taking up any claims which may be presented against this piece of property, one of the terms and

stipulations of the bill being that the claims shall be presented within two years from the date of the passage of this bill.

Resolutions were introduced and unanimously adopted that the Legislature be requested to make appropriations as follows:

An appropriation for the purchase of the Evans tract of land; this transaction had been approved by the State Board of Examiners, amount \$7,837.50

That \$10,000 be appropriated for the maintenance of the State Normal School.

That \$4000 be appropriated for the maintenance of a Summer School at the University.

The President presented a resolution that Mr. C. P. Campbell, a graduate of Stanford University, who until recently had been employed in the Mechanical Department of that institution, be appointed Instructor in this institution, at a salary of \$125 per month, beginning with February 1, and terminating July 1, 1915, unless renewed by the Board of Regents. Motion made by Mr. Codd, seconded by Dr. Sullivan, that the recommendation be approved.

Discussion took place as to the relation of the University to the State Experiment Farms located in Elko and Clark Counties. President Hendrick explained that he had been called to Carson by the Governor to discuss with the friends of the Clark County farm the relation of the University thereto. The President read to the Board a letter addressed to the Honorable Ira Mc Farland, which defined the relation of the University to the Experimental Farms. The letter appears as follows:

February 10, 1915

Hon. Ira Mc Farland
Carson City, Nevada

Dear Sir:

In conformance with your request I am sending herewith a statement concerning our position as to the Clark County Farm.

I suggest that the Act of 1907, approved February 28, 1907, being section 469 of the revised laws of Nevada, be amended to read as follows:

1. Board of Control. The Board of Control of the State Agricultural Farm located at Logan, Clark County, Nevada, shall consist of the Board of Regents of the University of Nevada. The farm shall be conducted under the direction of the President and Board of Regents of the University of Nevada, with an advisory committee of three members who shall be nominated by the Governor within 30 days after the approval of this Act. The advisory board shall hold office for two years from the date of their appointment and shall receive for their services a compensation of ten dollars (\$10) monthly. In the administration of this experimental farm the Board of Regents of the University shall appoint a superintendent and shall designate a member of the faculty of the University of Nevada who shall be responsible for the scientific side of the farm's management.

The member of the faculty thus appointed shall be allowed his actual traveling expenses and during the time he is absent from the University his salary shall be paid out of the funds appropriated for the conduct of this term.

Section 470 should be repealed.

Yours very truly,

/s/ A. W. Hendrick
President

Motion made by Mr. Pratt, seconded by Mr. O'Brien, that the recommendation of the President be adopted as the position of this University. Resolution carried unanimously, voting in favor it it were: Regents Codd, Pratt, O'Brien, Sullivan and Chairman Henderson.

Meeting adjourned until 2:00 P.M.

Meeting reconvened at 2:00 P.M. with all members present: Codd, Pratt, O'Brien, Sullivan and Chairman Henderson.

The President reported upon the correspondence with Mr. E. A. Howes, who had been suggested as Director of the Extension Division of the University. Mr. Howes declined the position on the ground of his wife's poor health, and the President was instructed to make another recommendation at his convenience.

The Board then proceeded to a consideration of the Bylaws of the

Board of Regents and the Statutes of the University of Nevada. Moved by Dr. Sullivan, seconded by Mr. Codd, that the Bylaws of the Board of Regents, as read, be approved. Motion carried, voting in favor of same were Regents Codd, Pratt, O'Brien, Sullivan and Chairman Henderson.

BYLAWS OF THE BOARD OF REGENTS

ARTICLE I

Meetings

Section 1. All meetings of the Board of Regents shall be held at the University unless otherwise ordered. The members shall be notified by mail or telegraph.

Section 2. The Board shall hold its annual meeting on the second Tuesday of March, and quarterly meetings on the said day of June, September and December of each year unless the time of such meetings shall be changed by action of the Board. The Board shall hold an organization meeting on the first Monday of January in each odd numbered year and a Commencement meeting on the day next preceding Commencement Day in each year.

Section 3. Special meetings of the Board may be called whenever deemed necessary by the Chairman or any three members of the Board by giving notice thereof by mail or telegram to each member of the Board. Such notice shall indicate the general character of the business to be transacted at the meeting.

Section 4. The majority of all members of the Board shall be a quorum to transact business unless as herein otherwise provided; a smaller number may meet and adjourn to some other time or until such quorum is obtained.

ARTICLE II

Order of Business

Section 1. At all regular meetings and at special meetings so far as may be applicable, the following order of business shall be observed, unless modified by a majority vote of the Board.

1. Roll call
2. Reading and approval of the minutes of previous

meetings, provided however that if a typewritten copy has been furnished each member at the beginning of a session, the reading of the minutes may upon motion be dispensed with

3. Election of Officers
4. Unfinished business
5. Reports and recommendations of the President of the University
6. Reports and recommendations of the Chairman of the Board
7. Reports of Committee
8. Communications and petitions
9. New business

ARTICLE III

Rules of Order

Section 1. Cushing's Manual of Parliamentary Practice shall govern the cause of all business and debate so far as it may be applicable to this body.

Section 2. All motions, resolutions and proposals shall be reduced to writing before being voted upon.

Section 3. No "second" shall be required to any motion.

Section 4. A record vote of the Board shall be had upon all propositions for the appropriation of funds of the University of its expenditure or to create any liability or upon the sale, purchase or leasing of real estate, or sale of bonds, and upon any contract for the construction of buildings, or any amendment or revision of the statutes of the University or Bylaws of the Board and upon the demand of any member of the Board made before the announcement of a vote otherwise taken.

Section 5. Motion to reconsider shall not be in order unless made by a member who voted upon the prevailing side, provided that upon notice then given by such members that he will make such a motion at the next meeting, it may then be made under the order of unfinished business.

ARTICLE IV

Committees of the Board

Section 1. At the organization meeting in January of each

odd numbered year, the Board shall elect two members of an Executive Committee, consisting of three members, the Chairman of the Board to be Chairman ex officio. Each member shall hold office for two years or until his successor is elected.

Section 2. Said Committee shall meet whenever the Chairman or two members thereof shall find it necessary for the transaction of any business which is urgent and cannot be postponed for a regular meeting of the Board.

Section 3. Said Committee shall possess all the powers of the Board when in session, provided that it shall not overrule, revise or change the previous acts of the Board or take from the Board. They shall not have power to sell, or purchase any real estate or bonds or other securities unless previously authorized by the Board.

Section 4. The Executive Committee shall make a record in writing of all its transactions and submit it to the Board at its next regular meeting signed by all the members agreeing thereto. Such record shall thereupon be incorporated in the minutes of the Board as an integral part thereof.

Section 5. The regular committees of the Board shall be appointed by the Chairman of the Board and a list thereof inserted in the minutes of the organization meeting.

Section 6. The following shall constitute the regular or standing committees of the Board and the members thereof shall hold office for two years or until their successors are appointed:

Financial Committee	3 members
Property Committee	1 member
Instruction Committee	1 member
Library Committee	1 member
Student Welfare Committee	1 member

Section 7. The said committees shall consider all matters referred to them by the Board or by the President of the University as soon as may be and carry out orders of the Board insofar as they are empowered by the Board specifically so to do, and shall report their recommendations or actions in writing at the next meeting of the Board.

Section 8. Special committees may be created to take care of subjects specifically referred to them.

ARTICLE V

Officers and Appointees of the Board

Section 1. The officers of the Board shall consist of a Chairman, Secretary and Treasurer and Comptroller, who shall be elected for a term of two years. They shall be elected at a regular meeting of the Board and shall hold office until their successors are elected and qualified. All vacancies for any cause shall be filled in like manner.

Section 2. The President of the University shall be elected at a regular meeting of the Board.

Section 3. The Board may at any time appoint such Deans, Professors and Instructors and such other subordinate officers and employees as it may deem necessary. Such appointments and positions shall be held during the pleasure of the Board unless the term thereof shall be specifically fixed at the time of their appointment.

ARTICLE VI

The Duties of the Officers or Appointees

Section 1. The Chairman of the Board -- It shall be the duty of the Chairman of the Board to preside at all its meetings and submit such recommendations and motions as he may consider proper concerning the business and interests of the University.

Section 2. The Secretary -- The Secretary shall keep the records of the proceedings of the Board and the books pertaining to his office and they shall be open for inspection by any member of the Board or officer of the University. He shall give notice of all meetings of the Board; he shall be ex officio clerk of the Executive Committee of the Board and shall keep its records; he shall notify the President of the University of all votes, orders or regulations of the Board relating to the management and control of the University. He may appoint an assistant Secretary with the approval of the Board.

Section 3. The Secretary shall keep a journal (minutes) of the proceedings of the Board which shall indicate in summary statements all matters presented by the President of the University, and Secretary, Treasurer, or other officer, or

communications of any character to the Board upon which action has been taken with identification references by title and number to all papers and exhibits in connection therewith. Such communications shall not be spread upon the journal at large unless so ordered by a vote of the Board, provided that all regular financial or business statements, records or reports, or records of appointments submitted shall be entered in complete form therein.

Section 4. The Treasurer and Comptroller -- The Treasurer and Comptroller is authorized to receive payment of all moneys arising from gifts or bounties in any form to the University or for its benefit, all fees from students or others, proceeds from all sales of farm products or any articles of personal property, property of whatever kind or nature, fees for services rendered in any manner, and funds from any source whatever, other than in cases by law required to be paid to the State Treasurer. The Treasurer shall keep the accounts of the moneys to his custody in such separate funds as shall be indicated by the Board of Regents or as are desirable and necessary for the proper and systematic accounting of the moneys coming into the treasury. He shall deposit promptly in banks designated by the Board of Regents the entire amount of all moneys received by him except such as may be necessary for the proper conduct of the petty business of his office. At each regular meeting of the Board the Treasurer shall report in detail the transactions of his office for the quarter next preceding the meeting and shall report the condition of the treasury at such time and also at any other time the Board may request.

All requisitions for supplies, equipment, or for the expenditures of money for any purpose whatever shall be made on the prescribed form and shall be approved by the President of the University before the purchase or expenditure is made. The Treasurer shall draw his warrant for the payment of claims against the University that have been authorized by the required requisition, but in no case shall he receive or audit for payment any claim that has not been so authorized.

Section 5. The President -- The President of the University shall be the official administrator and executive of the Board. He shall be ex officio a member of all committees, he shall attend the meeting of the Board of Regents and meetings of all committees. He shall make such recommendations to the Board of Regents from time to time as may seem to him wise touching any phase of the University policy or administration. He shall make all nominations for appointments to

positions under the Board of Regents, and in case nominations are not approved, he shall make others. It is not expected that the Board of Regents will accept without question all nominations of the President, but no appointments can be made without his nomination and no dismissal can take place without his recommendation. All communications from an Instructor, officer or other employee of the University addressed to the Board of Regents of the University or any committee thereof shall be transmitted through the President of the University, and in case not first received by him shall be first referred to him before any action is taken therein. All rules, regulations or instructions of the Board of Regents or any committee thereof or any member thereof addressed to any Instructor, officer or other employee of the Board shall be transmitted through the President of the University. He shall perform such duties as may be provided by the statutes of the University or of the State. The President of the University shall hold the same relation to the Board of Control of the Experiment as he does to the Board of Regents of the University.

Section 6. Deans, Professors and Instructors -- The duties of Deans, Professors and Instructors shall be such as may be defined by the statutes of the University.

ARTICLE VII

Salary of Officers or Professors or Employees

Section 1. The salary of every officer, Professor, Instructor or other employee of the University shall be fixed at or before the time of their appointment by the Board of Regents and warrants drawn in payment thereof monthly provided that alteration may be made at any time by the Board in regard to such salaries as conditions in the finances may require and the appropriation funds justify.

ARTICLE VIII

Amendments and Repeals

Section 1. All Bylaws of the Board of Regents and all resolutions or orders heretofore passed inconsistent with the provisions of these Bylaws are hereby repealed.

Section 2. These Bylaws may be amended or repealed by a majority vote of record by all members of the Board constituting it by law, providing that copies of such amend-

ment shall be submitted in writing at the beginning of each meeting.

It was moved that the Statutes of the University of Nevada be approved. Carried, voting in favor of same were Regents Codd, Pratt, O'Brien, Sullivan and Chairman Henderson.

STATUTES OF THE UNIVERSITY OF NEVADA

CHAPTER I

Section 1. All statutes, Bylaws and regulations heretofore in effect at the University are hereby repealed.

Section 2. All statutes, Bylaws and regulations are subject to the laws of the State of Nevada and the powers and duties vested in the Board of Regents and the President.

Section 3. The following articles of organization are subject to amendment or repeal by the Board of Regents.

CHAPTER II

Articles of Organization

Section 1. The general faculty of the University of Nevada shall consist of all persons who shall give instruction in any of the Departments of the University.

Section 2. The general faculty shall be classified as follows:

- A. The President
- B. Vice President
- C. Deans of the Colleges
- D. Professors
- E. Associate Professors
- F. Assistant Professors
- G. Instructors

Section 3. The President, Vice President and Deans of the separate Colleges shall constitute the Council of Administration.

Section 4. The President, Vice President, the Deans and the Heads of Departments of the rank of full Professor shall constitute the University Senate.

Section 5. The faculty of each School or College shall consist of all members of the general faculty associated with such School or College.

CHAPTER III

The President

Section 1. The responsibilities and duties of the President are as set forth in the laws of the State of Nevada and as herein provided.

Section 2. The President of the University shall be the executive head of the University and of each faculty. It shall be his duty to secure efficiency in all Departments and orderly and economical administration and healthful development in all of the affairs of the University. He is clothed with all authority needful to that end and for his acts is answerable to the Board of Regents alone.

Section 3. He shall be ex officio a member of all committees and shall be Chairman of all administrative committees.

Section 4. The President shall make all recommendations to the Board of Regents concerning appointments, promotions or dismissals; all communications from members of the faculty or employees of the University directed to the Board of Regents must be transmitted through the President; likewise, all communications from the Board of Regents to members of the faculty or employees of the institution shall be transmitted through the President.

CHAPTER IV

The Vice President or Acting President

Section 1. In the absence of the President or in case of his inability to act, the Vice President shall perform his functions.

CHAPTER V

Deans

Section 1. The Dean shall be the administrative officer of his College. Any matters in which the faculty of the College can legislate are within the administrative functions of the

Dean of the College. Administrative functions, therefore, of the Dean is equal in sphere with the legislative function of his College. He shall be directly responsible to the President of the University for the carrying out of any University policy and for the execution of all established rules or special instructions given by a superior authority. He shall make an annual report to the President on or before the first day of June in each year in which he shall fully treat of the work of his College. He may make reports or advance suggestions at any time and shall report to the President whenever requested to do so.

CHAPTER VI

Section 1. Subject always to the approval of the President and Board of Regents, the University Senate shall have legislative jurisdiction in all matters of government, discipline and educational policy not delegated by it to the separate faculties. It shall have the right of review of all actions of the several College faculties which relate to the educational welfare of the University as a whole.

Section 2. There shall be the following standing committees of the University Senate:

1. Admission and Advanced Standing
2. Registration
3. Graduation
4. Schedules and Examinations
5. Library
6. University Publications
7. Graduate Study
8. Public Health

Section 3. There shall be such other standing or special committees as the University Senate may from time to time, with the approval of the President and the Board of Regents, create.

Section 4. All standing committees shall consist of three members who shall be nominated by the Council of Administration and elected by the University Senate.

Section 5. All committees shall report their action to the Senate for approval and record.

CHAPTER VII

Committees of the Council of Administration

Section 1. There shall be the following committees of the Council of Administration:

1. Student Affairs
2. Athletics
3. Public Exercises
4. Literary Contests
5. Public Health
6. Delinquent Scholarship
7. Scholarship
8. Electives

Section 2. The President, Vice President and Deans of the Colleges shall be ex officio members of all administrative committees.

CHAPTER VIII

Functions of the Various Committees

A. Senate Committees

1. Admission and Advanced Standing - administers the regulations of the University regarding the admission of students to the University.
2. Registration - administers the regulations of the University regarding administration, conditions, failures, irregular hours, changes in study lists, granting leaves of absence and letters of honorable dismissal. The Registrar shall be ex officio Secretary.
3. Graduation - determines whether students have completed all requirements for degrees and passes on qualifications of candidates for advanced courses. The registrar shall be ex officio Secretary.
4. Schedules and Examinations - regulates the coordination of lectures, schedules and examinations.
5. Library - represents the Senate in the administration of the Library.
6. University Publications - has to do with the publications of all literary and scientific works pub-

lished by the University.

7. Graduate Study - to administer the rules of the Senate in relation to graduate study.
8. Public Health - make regulations for the control of the health of the study body.

B. Standing Administrative Committee

1. Student Affairs - has to do with the conduct of the students as members of the University community.
2. Athletics - supervises athletics within the University and in intercollegiate events.
3. Public Exercises - has to do with the public University exercises, lectures, assemblies, etc.
4. Literary Contests - acts as an advisory committee having to do with the intercollegiate and other literary contests.
5. Public Health - concerns matters in relation to the health of the University community.
6. Delinquent Scholarship - has to do with the status of students in the University so far as scholarship is concerned.
7. Scholarship - has to do with the awarding of scholarships and scholarship aid.
8. Electives - acts as adviser to all students in the University in the choice of electives.

CHAPTER IX

College Faculty

The faculty of each College directs the educational and internal life of the College, makes rules and regulations peculiar to the interests of the students in that College; formulates the course of study, the entrance and graduation requirements which when approved by the University Senate and the President and Board of Regents becomes the statutes in force in that College. It shall not have authority to take away from any student any University privilege nor shall it

entrench upon the executive duties of the Dean. All matters which concern the welfare of each College which may require the action of the Senate shall be presented to that body by the Dean. The faculty of each College shall organize and carry out its functions as it deems wise. The Dean shall be Chairman of the faculty and ex officio Secretary of all committees. The action of each faculty is subject to the approval of the President and Board of Regents. A copy of the minutes must be filed with the President immediately following each meeting.

CHAPTER X

Departments

Section 1. The Department is the educational unit in the University. The Head of the Department shall be responsible directly to the President for the efficiency and educational effectiveness of the Department. All communications to or from the Department shall be through him. He shall be asked to nominate his assistants and make recommendations upon the Department's organization or equipment. In courses or studies in his Departments in which the instruction is peculiar to the College he shall communicate with the Dean of that College in administrative matters and through the Dean to the faculty of that College in educational matters. If the courses or studies are of University concern he shall communicate directly with the President. For general administrative work the Head of the Department is in that College in which his major work appears, but it is expected that each Head of a Department will communicate with the Dean in each College in matters which concern his College, its students or its courses. Generally it must be understood that the first responsibility of the University of Nevada rests upon the President and that although certain of his responsibilities may be delegated to the faculty or Deans or Heads of Departments, it is expected that he will be kept fully and accurately informed of all transactions which may either concern the faculty, the students or the people of the State of Nevada and which are the results of the action of any faculty member or officer of the University.

It is expected that the Head of the Department will advise with and direct those who are assisting him in his work in regard to the general plans and work of the Department, just as it is expected that the Dean of the College will advise with and direct the various Heads of the College. Direction in this sense means, however, nothing more than seeing that

the rules and regulations enacted by the College faculties are being observed by the teaching force thereof.

Section 2. The President appoints the Heads of Departments, the Heads of Departments make all Department reports, prepare estimates for the expenses for the Department and are responsible for the distribution and expenditure of the funds assigned to it.

CHAPTER XI

The Mackay School of Mines

The Mackay School of Mines is under the jurisdiction of the faculty of the College of Engineering, and is controlled through the College of Engineering in its educational and administrative functions. It is recognized, however, that the Mackay School of Mines has manifold external relations which imply the public dissemination of the result of science for practical application. This is an administrative direction of a kind that a faculty can hardly give. This function of the Mackay School of Mines is performed by a Director. In the performance of his duties the Director is responsible to the President.

CHAPTER XII

Public Service Division

There are several Departments of the University that are performing public service duties. These are under the direct control of the President and Board of Regents. Those who are in charge of these Divisions may be members of one or more faculties of the Colleges of the University. Their membership and rank in the faculty is entirely independent of their duties in the Public Service Division. Appointment to a Public Service Division will not of itself place the individual upon the faculty of any College.

CHAPTER XIII

The Division of Extension

The Division of Extension is placed under the control of a Director. As the Department is intimately related to that of instruction and research, cooperation and consultation is desirable between the Director of Extension and the Heads of Departments concerned. In the administration of his of-

fice the Director of Extension is responsible to the President and Board of Regents.

CHAPTER XIV

Research Division

The main work of the University in research is conducted in the laboratories of the Agricultural Experiment Station. While it is desirable that the highest University teachers should take their part in undergraduate work and that their spirit should dominate it all, research should be a part of the aim of all Departments of the University. The Agricultural Experiment Station is under the immediate control of a Director, though all projects undertaken and all expenditures proposed are subject to the approval of the President and Board of Regents. In other Departments research becomes a matter of approval between the individual concerned and the President and Board of Regents.

CHAPTER XV

Tenure of Office

The Board shall at all times select such Deans, Professors and Instructors and such other subordinate officers as it may deem necessary. Such appointments and positions shall be held during the pleasure of the Board unless the term thereof shall be specifically fixed at the time of their appointment.

CHAPTER XVI

Leave of Absence

No member of the instructional force or other employee shall absent himself from his proper duties at the University except by the permission of the President, and the President shall not give leave of absence longer than two weeks without previous permission of the Board of Regents, nor without authority shall any member of the instructional force be entitled to receive special compensation for any services performed during the term time of the University in line with his profession or calling.

CHAPTER XVII

Outside Service

No one connected with the instructional force of the University shall be employed in any work that does not naturally come within the scope of his duties or for which added compensation will be accepted except with the approval of the President of the University and the action of the Board of Regents in regular session.

CHAPTER XVIII

Reports of Officers and the Faculties

The Deans and Directors of the several Colleges and Schools shall make an annual report to the President and Board of Regents of the condition and progress of the work in their charge. The reports of all faculty committees and the minutes of all faculties shall be immediately filed with the President. The President may call for any special report from any officer or employee of the University at any time.

CHAPTER XIX

The Librarian

The Librarian is responsible for the proper administration of the Library and shall report directly to the President. He shall keep a record in which the names of persons holding office of trust in the University and those wearing the honors shall be entered, as well as all historic matters concerning the University. The policy of the Library shall be determined by the University Senate and shall be administered by a committee thereof.

CHAPTER XX

Care of Property

All apparatus, museum material, scientific collections and other University property appertaining to the various Departments shall be in the immediate care of the Professors in the respective Departments to which such material belongs, subject, however, to the control of the President and the Deans. Every Professor having charge of any apparatus, specimens, books or collections shall be responsible for the safety of the same, and shall carefully keep a record or inventory of the same, with a description of the articles sufficient to identify them, with a record of the date of receipt and from whom obtained, etc.

CHAPTER XXI

Buildings and Grounds

The President has full control of the use of the buildings and grounds of the University so far as they are for the faculty and students of the University, but the buildings and grounds for other than the University uses are in charge of the Executive Committee of the University.

CHAPTER XXII

Forbidding Private Use of University Property

No one connected with the University in any capacity shall use for his own pleasure or for any personal purpose any University property of whatever description. No one shall be permitted to remove from the buildings or grounds any property belonging to the University even though it may seem to be of no value, unless such removal be temporary and pursuant with some well regulated custom or usage, or with the distinct approval of the President and Board of Regents.

CHAPTER XXIII

Miscellaneous Regulations for the University Senate

Section 1. The University Senate shall hold its regular meetings at 4:45 P.M. on the first Tuesday of October, December, February, April and June, and at other times at the call of the President.

Section 2. The order of business at the meetings shall be:

- A. Roll call of members
- B. Reading of minutes of previous meeting
- C. Receiving the report of the Council of Administration
- D. Receiving the reports of the Colleges and Schools as follows:
 1. The College of Arts and Science and Education
 2. The College of Engineering
 3. The College of Agriculture
- E. Reports of Standing Committees
- F. Reports of Special Committees
- G. Unfinished business
- H. New business

I. Notices and suggestions by the President

Section 3. The President of the University or the Vice President shall preside at the meetings of the Senate. The Secretary shall be elected from the members of the Senate at the first meeting of the University year. The election shall be from nominations from the floor of the Senate and shall be by ballot in case there is more than one nomination for the office.

Section 4. The following committees of the Senate shall be elected at the first meeting of the year, or as soon after as practicable, upon nominations presented by the Council of Administration, each committee to consist of 5 members and to hold office until their successors are elected.

- A. The Committee on Educational Policy
- B. The Committee on the Order of the Day

Section 5. The duties of these committees shall be as follows:

- A. To consider and recommend to the Senate lines of policy and other measures in their several provinces.
- B. To act upon all matters referred to them by the Senate.

More specifically the duties of these several committees shall be as follows:

- A. The Committee on Educational Policy shall consider and propose measures concerning such matters as the character of the various courses of study leading to the degrees offered by the University, their general continuity, the correlation of subject, the plan of work required for the various degrees, the relation of the University as an educational institution to the public, the establishment of new lines of educational work.
- B. The Committee on the Order of the Day shall prepare for each session of the Senate the topic or program of topics for discussion and to this end have such knowledge in advance of reports or recommendations likely to lead to or require debate. It shall not be limited, however, to the work of the committees created for special purposes but shall have full power to suggest any discussion in which in their

judgment the Senate should be considered. It should whenever possible post or furnish to the members of the Senate its orders of the day one week in advance of the next meeting.

Motion made upon the recommendation of the President that all State and Federal laws relating to the University and all Bylaws of the Board of Regents and Statutes of the University of Nevada be codified and printed. Record vote: aye - Codd, Pratt, Sullivan, O'Brien and Chairman Henderson.

The Board discussed the question of the control of the conduct of the students and the President was instructed to present immediately to the Board the recommendations of the faculty or of any official of the University concerning rules of conduct for the students and organizations of the University. The President was ordered to have these printed and to have them go into effect immediately as approved.

The Comptroller presented the financial statements of the month to the Board. Upon motion of Mr. Codd, they were approved and the bills ordered paid.

State Claims Allowed by the Board at
Meeting of February 9, 1915

University State Tax Fund

881	Employees of the University	Salaries	\$ 1,539.20
882	Employees of the University	Salaries	1,223.76
883	Nevada Industrial Insurance Co.	Premiums	534.45
884	J. I. Allenbach Fuel Co.	Fuel Oil	1,949.70
885	Employees of the University	Salaries	437.37
886	Employees of the University	Salaries	3,862.08
			\$ 9,546.56

List of checks drawn since January 1, 1915

No.	To Whom Drawn	For	Amount
1	Washoe County Bank	J. E. Stubbs Note Interest \$ 33.33 Note \$500.00	\$ 533.33
2	A. Evans, Jr.	137# hog at 13 1/2 cents - Dining Hall	18.50
3 to 184	January Payroll		14,259.17
185	Richard Brown	January salary	100.00
186	Grover L. Krick	Scholarship loan	75.00

187	Thomas Hobbins	Salary	16.25
188	Riverside Hotel	Banquet	523.62
			\$15,525.87

Meeting adjourned to meet at the regular quarterly meeting the seconded Tuesday in March.

Charles B. Henderson
Chairman

C. H. Gorman
Acting Secretary