

THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

The meeting of the Board of Regents of the University of Oklahoma was held at 2:00 P. M., Tuesday, July 29, 1919, in the office of Samuel W. Hayes, President of the Board of Regents, 810 Colcord Building, Oklahoma City, Oklahoma, on call by the President.

Present: Regents Hayes, Muldrow, and Bowman.

The reading of the minutes of the meeting on June 10 was omitted. The Board approved them as printed.

The following appointments by the President of the University certified by him as being in accordance with the rules and regulations, to take effect on the dates stated, were presented and on motion approved:

Homer L. Dodge, Professor of Physics, September 1, 1919.

D. B. R. Johnson, Professor of Pharmacy, Dean of the School of Pharmacy, September 1, 1919.

Joseph Umpleby, Professor of Geology, Director of the School of Geological Engineering, September 1, 1919.

John Mosely, Assistant Professor of Latin, September 1, 1919.

Jose Maria Albaladejo, Assistant Professor of Spanish, September 1, 1919.

Wann Langston, Associate Professor of Clinical Pathology. In consideration of the fact that Doctor Langston will be required to serve during eleven months of the year, and be responsible for the laboratory for the entire time, his salary was fixed at the rate of \$2700.00 per year.

The President of the University recommended the appointment of the following named individuals to the positions and salaries specified, to date from September 1, 1919 to September 1, 1920, unless otherwise specified:

S. Warren Swenson, Instructor in Government, \$1200.00.

Jean Belsher, Instructor in Piano, \$1200.00.

James Brill, Instructor in Art, \$1400.00.

Lee Hull, Instructor in Pharmacy, \$1100.00.

Marian Stull, Instructor in Educational Administration, \$1200.00.

Elsie Carter, Assistant in Domestic Science, \$1000.00.

Hugh Gray Lieber, Instructor in Spanish, \$1200.00.

Florence Furman, Assistant in Library, from July 1, 1919, to July 1, 1920, \$1100.00.

Edith Perry, Assistant in the Extension Department, from June 15, to September 15, 1919, at the rate of \$90.00 per month; from September 15, 1919, to June 15, 1920, at the rate of \$50.00 per month.

George Meacham, Assistant in the Extension Department, from June 15 to September 15, \$100.00 per month; from September 15, 1919, to June 15, 1920, at the rate of \$50.00 per month.

Vivian Bringle, Instructor in Piano, June 1 to August 1, 1919, \$105.00 per month.

ACTION: Approved.

The President of the University recommended the appointment of the following named individuals to the positions and at the salaries specified, for such portion of the time indicated as their services may be necessary and satisfactory:

Will Cruce, Clerk, Registry Office, June 23 to September 10, 1919, \$95.00 per month.

Ernest Settle, Stenographer, Secretary's Office, July 14 to September 14, 1919, \$90.00 per month.

Ruth Mansfield, Clerk, Registry Office, July 1 to September 10, 1919, \$90.00 per month.

Mac Cameron, Assistant in Shop Practice, July 1, 1919, to July 1, 1920, \$6.00 per day.

A. W. Smith, General Assistant, July 23, 1919, to July 1, 1920, \$3.00 per day.

Ben Clay, Nightwatch, July 15, 1919, to July 1, 1920, at the rate of \$1100.00 per year.

Alf Smith, Janitor, DeBarr Hall, July 1, 1919, to July 1, 1920, \$70.00 per month.

ACTION: Approved.

The President of the University recommended the appointment of the following named individuals for service in the Medical School and Hospital at Oklahoma City, to the positions and at the salaries specified, and for such portion of the time between July 1, 1919, and July 1, 1920, as their services may be necessary and satisfactory.

Paul H. Fesler, Chief Clerk,	\$2000.00
Earl F. Parker, Bookkeeper,	\$1200.00
Kitty Shanklin, Stenographer,	\$1200.00
Candice Montford, Superintendent of Nurses,	\$2000.00

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Mary MacMillan, Asst. Supt. of Nurses,	\$1200.00
Marie Anderskowski, Operating Room Nurse,	\$1200.00
Ruth Tolly, Dispensary Nurse,	\$1200.00
Laura McG. Willis, Night Supervisor,	\$1200.00
Cora Hedge, Cook,	\$900.00
Myrtle E. Springer, Housekeeper,	\$960.00
James H. Humphrey, Fireman,	\$1200.00
John A. Kessel, Fireman,	\$1200.00
Hirman I. Brockman, Janitor,	\$900.00
M. Orr, Janitor,	\$900.00
H. C. B. Hays, Janitor,	\$900.00
Grant Thompson, Janitor,	\$720.00
Tom Steen, Janitor,	\$900.00

ACTION: Approved.

The President of the University recommended the appointment of the following named individuals for service in the School of Medicine at Oklahoma City, to date from September 1, 1919, to September 1, 1920:

Marvin Elroy Stout, Instructor in Surgery.

George Davidson McLean, Instructor in Surgery.

George Hunter, Instructor in Obstetrics.

Albert C. Hirschfield, Instructor in Obstetrics.

Lloyd Melville Sackett, Instructor in Gynecology.

Leslie M. Westfall, Instructor in Ophthalmology.

Austin Lee Guthrie, Instructor in Otology, Rhinology and Laryngology.

Marion Mansfield Roland, Instructor in Dermatology, Electro-Therapy, and Radiography.

Edward P. Allen, Instructor in Medicine.

Willis K. West, Instructor in Surgery.

ACTION: Approved.

The President of the University recommended that leave of absence be granted Howard B. Cross, Instructor in Zoology, to date from September 1, 1919, to September 1, 1920.

ACTION: Approved.

The President of the University reported that the following named individuals had failed to accept positions to which they had previously been appointed.

Willis T. Lee, Professor of Geology, Director of the School of Geological Engineering.

David Logan, Instructor in Drawing.

George DeLong, Carpenter.

The President of the University recommended that the rank of Oscar J. Lehrer, now Assistant Professor of Music, be changed to that of Associate Professor of Music, to begin September 1, 1920, and that he placed upon the salary schedule for that rank, namely \$2100.00, and be regularly advanced in accordance with the schedule.

ACTION: Approved.

The President of the University recommended that the title of Clark B. Snell, now Instructor in Piano, be changed, beginning September 1, 1919, to that of Instructor in Voice, without change of salary.

ACTION: Approved.

The President of the University recommended that the salary of Dr. Wenceslaus T. Andreskowski, Assistant Pathologist in the Medical School, be fixed at the rate of \$116.66, for the month of July, 1919.

ACTION: Approved.

The President of the University recommended that the salary of Jim Hill, General Assistant, be fixed at the rate of \$1080.00 per year, beginning July 1, 1919.

ACTION: Approved.

The President of the University recommended that the advances in the salary of Errett R. Newby, Secretary-Registrar, take place on July 1, of the biennium, instead of on September 1. This recommendation was made on account of the fact that Professor Newby serves during eleven months of the year and that his appointment should therefore be for the fiscal year instead of the school year.

ACTION: Approved.

The President of the University reported that he had accepted the resignations of the following named individuals to take effect on the dates specified:

Helen Phipps, Instructor in Spanish, September 1, 1919.

Rafael Echeverria, Instructor in Spanish, September 1, 1919.

Howard S. Browne, Dean of the School of Pharmacy, Professor of Materia Medica, September 1, 1919.

John W. Bridges, Associate Professor of Agricultural Education, September 1, 1919.

Joseph Fife Messenbaugh, Assistant Professor of Pediatrics, September 1, 1919.

Andrew Merriman Young, Instructor in Obstetrics, September 1, 1919.

M. Ard MacKenzie, Superintendent of Nurses, May 15, 1919.

Rafael Marin, Assistant Professor of Spanish, September 1, 1919.

U. J. Griffith, Associate Professor of Secondary Education, September 1, 1919.

August Steitz, Assistant Professor of German, September 1, 1919.

D. W. Frayser, Nightwatch, July 15, 1919.

W. S. McCall, Janitor, DeBarr Hall, July 1, 1919.

The President of the University recommended that Paul H. Fesler, Chief Clerk, in the Medical School, be allowed to attend at the expense of the University, the American Hospital Association Meeting at Cincinnati, Ohio, from September 8 to 12, and that he be instructed to visit and inspect the university hospitals at Ann Arbor, Michigan.

ACTION: Approved.

The President of the University asked permission to expend during the present year not to exceed \$200.00 for art exhibits.

ACTION: Approved.

The President of the University recommended that, beginning September 1, 1919, the University maintain a general student infirmary, the expense thereof to be paid by charging each student a health service fee of \$2.50 per semester, and \$1.25 for the summer school. He recommended further that the Board of Affairs be requested to investigate the proposition presented by Mr. James I. Tucker to rent the building known as the Cleveland General Hospital, located at 116 North University Place, and that said Board accept the same if prices are reasonable.

It was voted that the President of the Board of Regents appoint two committees, one to consider the question of revenues and the other the question of salaries, for the University, in order that recommendations with regard thereto might be made to the Governor and to the legislature.

Regents Bowman and Diamond were appointed to act on the Committee on Revenues: Regents Rogers and Muldrow were appointed to act on the Committee on Salaries.

The following rules and regulations governing the Board of Regents were adopted:

BY-LAWS OF THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA

Article 1. General Policy

The Board of Regents has full responsibility and authority to the extent specified by law for the control and administration of the University. Its functions are legislative to the extent of establishing all general policies affecting the University, the general policies and purposes of the separate schools and colleges, their relation one to another, and the prescribing of such rules and regulations as may bring these policies into effect.

Its judicial functions will be limited to acting as a court of final settlement for matters that cannot be satisfactorily adjusted by the President of the University.

Its executive power is delegated to the President of the University and his assistants.

Article 2. Officers

Section 1. The Officers of the Board shall consist of a President, a Vice-President, and a Secretary of the Board, and the Financial Clerk and the President of the University.

Section 2. The President and Vice-President of the Board shall be elected by ballot at the annual meeting in March, and shall serve from April 9, following their election for one year, and until their successors are elected and qualified.

All vacancies shall be filled by election by ballot at the next succeeding regular or special meeting of the Board, and shall be for the unexpired term.

Section 3. The secretary of the Board, who shall be ex-officio superintendent of buildings and grounds, and who need not be a member of the Board shall be elected to serve without salary during the pleasure of the Board, subject to discontinuance on September 1, in any year by vote of the Board at its annual meeting in March.

Section 4. The Financial Clerk and the President of the University shall be elected to serve during the pleasure of the Board, subject to discontinuance on September 1, in any year by vote of the Board at its annual meeting in March.

Article 3. Duties of Officers.

Section 1. The President of the Board shall preside at all its meetings, but shall have full right of discussion and voting.

He shall approve, in behalf of the Board of Regents, all pay rolls, and claims for the University found to be in accordance

with the established schedule or the general order of the Board and to approve emergency appointments as they may from time to time arise.

He shall sign all diplomas.

He shall submit to the Board such recommendations and informations as he may consider proper concerning the business of the University.

He shall appoint all committees not specifically named by the vote creating them.

Section 2. The Vice-President of the Board shall perform the duties of the President of the Board in his absence or temporary disability.

Section 3. The Secretary of the Board shall keep an accurate record of the proceedings of the Board, and shall have the care of all communications and reports made to the Board.

He shall notify the President of the University of all votes, orders or resolutions of the Board relating to the management and control of the University, or to the teachers and employees therein.

He shall countersign all pay rolls and claims found to be in accordance with the authorized schedule and orders of the Board.

He shall countersign all diplomas.

He shall be the custodian of the official seal of the Regents.

Acting as superintendent of buildings and grounds he shall present to the Board at the annual meeting a report showing the number and value of the buildings and the equipment therein.

Section 4. The Financial Clerk shall collect and account for all fees and deposits, or other receipts accruing to the University, and make such deposits and reports as required by law.

He shall prepare all financial reports required by law, from the President of the Board, and from the President of the University.

He shall keep an accurate record of the finances of the University upon such forms as may be prescribed by the State Examiner and Inspector.

He shall act as custodian of such special funds as the President of the University may direct.

He shall furnish a surety bond for an amount sufficient to protect the University at all times from loss.

Section 5. The President of the University shall be the

executive officer of the Board charged with the duty of carrying out the orders and policies of the Board.

He shall attend all meetings of the Board and shall have the right to participate in all discussions, but not to vote.

He shall be ex-officio member of all committees and shall make such recommendations and reports to the Board as he may deem desirable concerning University policy and administration.

He shall, subject to the approval of the Board, make all appointments of teachers and employees of the University, and in case the appointments are not approved by the Board, he shall make others.

He shall act as intermediary between the Board and the teachers and employees of the University. All communications from the Board or its committees to any teacher or employee, or from any teacher or employee to the Board or its committees, shall be transmitted by him.

He shall perform the duties usual and customary to his office, and such other duties as the Board may direct.

Article 4. Meetings.

Section 1. The Board will hold an annual meeting on the second Tuesday of March of each year, and quarterly meetings on the second Tuesday of June, and the second Tuesday of September and December of each year. The June quarterly meeting will be held at the University; all other meetings will be held at such places as the President of the Board may direct.

Section 2. Special Meetings. Special meetings may be called, whenever necessary, by the President of the Board, or by any three members of the Board, by giving five days notice thereof by mail to each member of the Board. In such notice the object and general character of the business to be transacted at such meetings shall be stated, and no other business shall be transacted except with the consent of a majority of the Board.

Section 3. A majority of all members constituting the Board shall be a quorum to transact business; provided that a smaller number may meet and adjourn to some other time or until such quorum is obtained.

Section 4. Order of Business. In so far as applicable, the following shall be the order of business, unless suspended or modified by a majority vote of the Board.

a. Roll Call.

b. Reading and approval of the minutes of previous

meeting, provided, that if a copy thereof has been furnished each member before the beginning of the session, the reading may, on motion, be dispensed with.

- c. Election of Officers. (Annual meeting).
- d. Unfinished business.
- e. Reports and recommendations of the President of the University.
- f. Reports and recommendations of the President of the Board.
- g. Reports of committees.
- h. Communications and petitions.
- h. New business.

Article 5. Rules of Order.

Section 1. Cushing's Manual of Parliamentary Practice shall govern the considerations of all discussions and debate.

Section 2. All motions, resolutions or other propositions shall be reduced to writing before being voted upon (except the usual short parliamentary motions.)

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

Section 4. A record vote of the Board shall be held upon demand of three members.

Articles 6. Committees.

Section 1. Such special committees shall be appointed as the Board may from time to time direct. The first named member of each committee shall act as chairman, call the meetings thereof and direct its proceedings, but shall not otherwise have greater power or authority than any other member.

The chairman shall submit all reports of his committee in writing, signed by all members agreeing thereto. A dissenting minority shall submit a report in like manner.

Such committees shall cease to exist when discharged from further consideration of the subject assigned.

Article 7. Amendments.

Section 1. These by-laws may be amended or repealed at any regular meeting of the Board by a majority vote of record of all members of the Board constituting it by law; provided that copies of such amendments shall be submitted in writing and furnished each member at the beginning of such meeting.

Regent Muldrow was designated as the official representative of the Board of Regents at the summer convocation of the University of Oklahoma, on Tuesday, August 5, 1919.

On motion of Regent Muldrow the salary schedule was amended, effective September 1, 1919, as follows:

Vice-President and deans, except the dean of the school of medicine, the dean of the school of law, and the dean of the school of pharmacy, first two years \$3000.00, second two years \$3200.00, third two years \$3400.00, fourth two years \$3600.00, fifth two years \$3800.00, eleventh and subsequent years \$4000.00.

On motion of Regent Muldrow the salary of Julien Charles Monnet, dean of the school of law, was fixed at \$4500.00 to date from September 1, 1919.

On motion of Regent Muldrow, the salary of the dean of the school of pharmacy was fixed at \$2400.00, with an increase of \$200.00 every second year until a maximum of \$4000.00 is reached.

On motion of Regent Muldrow the following named vice-president and deans were placed on the salary schedule for the amounts specified beginning September 1, 1919, with regular advances in accordance with the salary schedule:

Edwin DeBarr, Vice-president, \$3400.00.

James Shannon Buchanan, Dean of the College of Arts and Sciences, \$3600.00.

Albert Heald VanVleet, Dean of the Graduate School \$3400.00.

James Houston Felgar, Dean of the College of Engineering, \$3200.00.

Fredrik Holmberg, Dean of the School of Fine Arts, \$3200.00.

Roy Gittinger, Dean of Undergraduates, \$3000.00.

On motion adjourned.

EMIL R. KRAETTLI,
Secretary of the Board of Regents of
the University of Oklahoma.

