

EXCERPTS FROM THE MINUTES

OCT 1 '66 RULES AND REGULATIONS OF THE BOARD OF REGENTS, PART TWO, CHAPTER IX, SECTION 2.1 (RELATING TO INVESTMENTS OF THE PERMANENT UNIVERSITY FUND). -- Upon recommendation of the Executive Director of Investments, Trusts and Lands, the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part Two, Chapter IX, Section 2.1, relating to the investment of new monies of the Permanent University Fund was amended so as to permit:

1. Investment of not less than 2/3 and not more than 3/4 of such new monies in Corporate Bonds; and
2. Investment of the balance of such new monies in Corporate common stocks.

It was further adopted that such amended authority shall be effective October 1, 1966, and shall remain in effect until subsequent action by the Board or until the constitutional limit of investments in corporate securities has been reached. This amended authority is not intended to remain in effect permanently and shall be reviewed at each meeting of the Land and Investment Committee so long as it remains in effect.

REGENTS' RULES AND REGULATIONS, PART TWO. -- The Rules and Regulations for the Government of The University of Texas, Part Two, were amended as follows:

JUL 9 '68

1. By deleting in Chapter II, Sections 2.1, 4.1, 4.21, 4.22, 4.4, and 6.1 and inserting in lieu thereof the following:
 - 2.1 The financial accounts of the University shall be kept in accordance with the recommendations of the National Committee on the Preparation of a Manual on College and University Business Administration, as set forth in Volume I of "College and University Business Administration" (1952) published by the American Council on Education. Where those recommendations conflict with statutes applicable to the University or to official orders of the Coordinating Board, Texas College and University System, the latter shall be controlling.
 - 4.1 All financial reports shall be prepared in accordance with the provisions of the statutes, official orders of Coordinating Board, Texas College and University System, and the directives of the Board of Regents and in conformity with the manual, "College and University Business Administration," referred to above. The forms shall be prepared by the institutional business officer and approved by the Vice-Chancellor for Business Affairs or his delegate.
 - 4.21 Annual Financial Report. --On or before December 29, printed financial reports, set up in accordance with the forms recommended in Volume I, "College and University Business Administration" (1952) shall be filed with the Coordinating Board, Texas College and University System. The certificate of audit of the State Auditor is to be included if his report has been completed.
 - 4.22 Salary Payment Report. --On or before December 31 each year, an itemized schedule shall be prepared of salaries and wages paid all employees for services during the preceding fiscal year out of any funds from any source or character under the control and/or custody of the Board of Regents, showing for each employee the total amount paid from each source during the twelve months of the fiscal year, the title of the position held or kind of service rendered, and a summary of all expenditures by departments. Three copies of this report shall be prepared, one copy for the Office of the Secretary of the Board of Regents, one copy for the Vice-Chancellor for Business Affairs, and one copy for the Office of the Comptroller.
 - 4.4 Periodic financial reports reflecting income receipts, approved budget changes, and expenditures for each component institution shall be prepared by Central Administration.
 - 6.1 The University shall submit biennial budget requests as may be required to the Coordinating Board, Texas College and University System, to the Legislative Budget Board, and to the Executive Budget Office in the form and at the time prescribed.

2. By deleting in Chapter III, Sections 3.1, 3.12, 4.2, 7.1, 7.3, 8.2, 10.1, 12.5, 13.31, 13.321, 13.322, 13.33, 13.342, 13.371, 13.372, 13.3721, and 13.3722 and inserting in lieu thereof the following:
 - 3.1 The Appropriation Bill requires that all cash receipts at the Main University, at Texas Western College, and at Arlington State College be deposited in the State Treasury with the exception of those from auxiliary enterprises, noninstructional services, student service fees, student activity fees, parking fees, agency and restricted funds, endowment funds, student loan funds, and Constitutional College Building Amendment Funds.
 - 3.12 Not less than every seven days, the institutional business officer shall make remittances to the State Treasury in the form of checks drawn on the clearing account except that a balance of not more than \$500 may be maintained.
 - 4.2 Depository banks selected shall furnish adequate surety bonds or securities to assure safety of these funds. Local funds shall be deposited in the depository banks as soon as possible, but in no event later than seven days from the date of collection. Such funds are usually carried as demand deposits; however, they may be carried as time deposits at a negotiated interest rate.
 - 7.1 Main University Vouchers for disbursement of funds shall be prepared in the departmental offices at the Main University. They shall be signed by the head of the department, or someone recommended by him in writing and appointed by the Chancellor, and such vouchers shall be approved by an authorized person in the Auditor's Office.
 - 7.3 Vouchers shall be prepared on State of Texas Purchase Voucher Form, consisting of five copies as follows:
 - No. 1 - For State Comptroller (if paid from State funds)
 - No. 2 - For Board of Control (if purchase through Board of Control)
 - No. 3 - For Institutional Business Office
 - No. 4 - For Institutional Department (file copy)
 - No. 5 - For return with check to vendor (sent by business office with payment)
 - 8.2 If the amount is \$50 or less, either a notarization or a signed certification is required. The certification, if used, must read as follows:

I certify under the penalty of perjury that this claim has been examined by me and to the best of my knowledge and belief is true and correct.
 - 10.1 Outstanding checks shall be carried on the official accounting records for the two fiscal years following the year in which they are issued. (Example: if issued in 1963-64, they would be carried through August 31, 1966.) Those still outstanding at the end of the second fiscal year after issue shall be cancelled and written off the official accounting records.

- 12.5 Deductions for income tax, teacher and employee retirement, and social security, as well as group life insurance, hospitalization insurance and income disability insurance, are made where applicable on all payrolls.
- 13.31 Travel expenses shall be reimbursed only from funds appropriated or authorized for travel. Heads of component institutions shall plan the travel of all employees under their authority to achieve maximum economy and efficiency. Each travel voucher submitted for reimbursement shall include such a description as to identify persons or places contacted and/or the nature of the official business of the State performed within the legal responsibilities of the institution.
- 13.321 Central Administration - Reimbursement for all travel shall be approved either by the Chancellor or by the Auditor of the Main University.
- 13.322 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor or by the administrative officers designated below:
- Main University - the Vice-Chancellor for Academic Affairs, the Business Manager, or the Auditor.
 - Texas Western College - the President of Texas Western College or the Business Manager.
 - Medical Branch, Galveston - the Executive Dean and Director, the Associate Director, or the Business Manager.
 - Southwestern Medical School - the Dean or the Business Manager.
 - Dental Branch - the Dean or the Business Manager.
 - M. D. Anderson Hospital and Tumor Institute - the Director, the Administrator, or the Business Manager.
 - Graduate School of Biomedical Sciences at Houston - the Dean or the Business Manager.
 - South Texas Medical School - the Dean or the Business Manager.
 - Arlington State College - the President or the Director of of Business and Finance.
- 13.33 Per Diem Allowances. -- Travel Status for Continuous Period of Twenty-Four (24) Hours or More - An employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed at per diem rates, in lieu of actual expenses for meals and lodging, in accordance with the following schedules:
- 13.331 If there is attached to the employee's expense account when submitted a "Paid" bill or receipt from a commercial hotel, motel, or other com-

mercial lodging establishment for the employee's lodging for the period for which per diem reimbursement is claimed:

	Rates	
	<u>In State</u>	<u>Out of State</u>
Per diem per calendar day	\$12.00	\$15.00
One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours)	\$ 3.00	\$ 3.75

13.332 If the employee's expense account voucher does not include a supporting "Paid" bill or receipt as described in Subsection 13.331 above:

	Rates	
	<u>In State</u>	<u>Out of State</u>
Per diem per calendar day	\$7.00	\$10.00
One-fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction thereof (at least 2 hours)	\$ 1.75	\$ 2.50

13.342 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve overnight stay will be reimbursed for meals and lodging in an amount not in excess of:

13.3421 \$12.00 at the rate of \$3.00 for each six (6) hour period involved or fraction thereof (at least 2 hours) provided a "Paid" bill or receipt as described in Subsection 13.331 above is submitted.

13.3422 \$7.00 at the rate of \$1.75 for each six (6) hour period involved or fraction thereof (at least 2 hours), if a "Paid" bill or receipt as described in Subsection 13.331 above is not submitted.

13.371 Rented or Public Conveyance Including Taxis. -- An employee traveling by rented or public conveyance, or the commercial transportation company furnishing same, is entitled to a transportation allowance equal to the actual cost of necessary transportation for performing official business, excluding Federal tax. Payment of said transportation allowance may be made by either of the following methods, upon selection by the Chancellor or the head of the component institution, in advance of authorized official travel.

13.3711 Where the employee pays for public transportation, including taxis, from his personal funds, receipts for such necessary transportation, excluding receipts for city bus, taxi or limousine fares in amounts of \$2.50 or less, shall be obtained and attached to the employee's expense account when submitted. A detailed list of all claims for rented or public transportation including city bus, taxi, and limousine fares in amounts of \$2.50 or less shall be shown on the Travel Expense Account under "Record of Transportation Claimed for Each Trip. "

13.3712 The Chancellor or heads of component institutions may request commercial transportation companies to furnish required transportation for official business to designated employees of Central Administration or such institutions, upon the presentation to cooperating transportation companies of transportation requests approved by the Chancellor or the head of the institution requesting such transportation. The transportation request shall specify the class of transportation authorized. The monthly billings for such transportation services from the transportation company will be vouchered on a regular purchase voucher, showing the detail of such furnished transportation for each trip with a complete statement attached setting out in detail why each trip listed was necessary in the operation and maintenance of the institution.

13.372 Private Automobile. --An employee traveling in his personally-owned automobile shall be reimbursed at the rate of eight cents (8¢) per mile on the basis of the shortest practical route between points. No additional expense incidental to the operation of such automobile shall be allowed.

13.3721 Reimbursement for Mileage in the State of Texas shall include the use of Farm-to-Market roads. The latest official highway map published by the State Highway Department shall be the official map for use during the current biennium. For out-of-state travel, mileage will be computed from standard highway maps.

13.3722 When two or more employees travel in a single private automobile, only one shall receive a transportation allowance, but this provision shall not preclude each traveler from receiving a per diem allowance.

3. By adding in Chapter III, (a) Section 13.3724 following Section 13.3723, and (b) a new Section 13.373, as follows:

13.3724 Reimbursement for out-of-state transportation for the use of personally-owned automobiles together with per diem shall never exceed the cost of commercial first

class transportation from the nearest airport and the per diem required had the employee travelled by such conveyance. The determination of the allowances due owners of personally-owned automobiles in compliance with this paragraph shall be as follows: (1) Per diem shall be determined by the use of an airline schedule which would have sufficed for the performance of the official business. (2) Expenses of transportation to airfields from points where airports are not available shall be allowed in addition to the cost of first class commercial air transportation. (3) When additional passengers are conveyed on out-of-state trips in personally-owned automobiles they shall receive as their expenses per diem based on automobile travel time. (4) Persons traveling to points not served by airlines shall receive mileage and per diem based on actual miles traveled and other expenses as authorized elsewhere in these regulations.

13.373 Private Airplane. -- The current appropriation bill provides that the rate of reimbursement to executive heads and key officials for travel in their personally-owned airplanes within the boundaries of Texas and between points of necessary official business shall be sixteen cents (16¢) per highway mile.

4. By deleting in Chapter IV, Section 7 and inserting in lieu thereof the following:

7. Rental of Machines and Equipment. -- Requisitions for rental of office machines or any equipment of any kind which exceed a rental cost of \$500.00 per annum are required, by law, to have the prior written approval of the Governor, and such approval shall be required before the requisition is submitted to the State Board of Control. Approval by the State Board of Control is required prior to the beginning of the rental period, and payment of the rentals shall be made only after such approval. The requisitions shall be submitted through the purchasing agents, checked by the business managers, and forwarded by the executive heads to the Chancellor's Office for transmittal to the Governor. Also see Section 11 of this Chapter.

5. By adding to Chapter IV at the appropriate place the new Sections, 9.4 and 13, as set out below:

9.4 The current appropriation bill provides that appropriated funds may not be expended for purchase of law books without the approval of the Attorney General. Purchases for the School of Law are exceptions to this provision.

13. Unlisted Telephone Numbers. -- The current appropriation bill prohibits the expenditure of funds appropriated thereby for payment of rental or toll charges on telephones for which numbers are not listed or available from "Information Operators" at telephone exchanges.

6. By adding in Chapter V, following Subsection 2.614, a new Section and two Subsections (3, 3.1, and 3.2) which read as follows:

3. Certain Provisions in Current Appropriation Bill. --
The rules and regulations of the Board of Regents are subject to and shall comply with the provisions appearing in the current Appropriation Bill, including the following pertaining to personnel:

3.1 Use of Alcoholic Beverages. -- "None of moneys appropriated under this Act shall be used for the payment of salaries to any employee who uses alcoholic beverages while on active duty. None of the funds appropriated under this Act for travel expenses may be expended for alcoholic beverages."

3.2 Separation from State Employment. --
"No employee of the State shall be granted terminal, annual or vacation leave subsequent to the effective day of employee's resignation, dismissal, or separation from State employment."

7. By changing Section 3 in Chapter V to Section 4, which reads as follows:

4. Other Regulations Concerning Personnel are Reported in the Rules and Regulations of the Board of Regents, Part One, as follows:

Affidavit - Chapter III, Sec. 1.6, page 19.

Political Aid and Legislative Influence -
Chapter III, Sec. 1.7, page 20.

Physical Examination - Chapter III, Sec. 1.8,
page 20.

Employment of Aliens - Chapter III, Sec. 3,
page 21.

Indebtedness to the University or the State -
Chapter III, Sec. 27, page 32.

Appointment of Relative (Nepotism Rule) -
Chapter III, Sec. 5, page 22.

Holidays - Chapter III, Sec. 14, page 28.

Vacation - Chapter III, Sec. 15, page 29.

Sick Leave - Chapter III, Sec. 18, page 30.

Leave for Jury Duty - Chapter III, Sec. 19, page 30.

Leaves of Absence Without Pay - Chapter III, Sec. 16, page 29.

Absence from Usual and Regular Duties - Chapter III, Sec. 20, page 30.

Office Hours - Chapter III, Sec. 12, page 28.

Outside Employment - Chapter III, Sec. 13, page 28.

Acceptance of Money from Students - Chapter III, Sec. 25, page 31.

Textbooks and Other Materials Prescribed for the Use of Students - Chapter III, Sec. 23, page 31.

Institutional Employees as Students - Chapter III, Sec. 29, page 33.

Power to Authorize Expenditures out of University Funds - Chapter III, Sec. 26, page 32.

Division of Salaries for Staff Engaged in Teaching and Non-teaching Activities - Chapter III, Sec. 17, page 29.

Compensation for Correspondence and Extension Teaching of Full-time Staff Members - Chapter III, Sec. 22, page 30.

Classified Personnel Systems - Chapter III, Sec. 2, page 20.

Code of Ethics - Chapter III, Sec. 4, page 21.

Tenure, Promotion, and Termination of Employment - Chapter III, Sec. 6, page 24.

Modified Service - Chapter III, Sec. 30, page 33.

8. By adding a new section, Section 8, to Chapter VI, which reads as follows:

8. Group Long Term Disability Income Insurance.

- 8.1 The University carries a master group long term disability income insurance policy, covering all institutions, with the Aetna Life Insurance Company. Premiums are payable monthly in advance, by payroll deduction, and the rate applies to the monthly rate of basic earnings of each covered employee regardless of age. The program is optional but is available only to faculty members with the rank of Instructor or higher, or full-time monthly salaried employees. New employees are notified of their eligibility by the Personnel Office at the time of employment. The plan became effective initially on October 1, 1965.
- 8.2 Monthly rate of basic earnings is the rate in effect on the October 1 before the start of an individual's disability. Furthermore, monthly rate of basic earnings is defined as 1/9 of the base rate for academic personnel paid on a nine-month basis and 1/12 of the base annual rate for non-teaching employees or any other person paid on a twelve-month basis. In no case shall monthly rate of basic earnings exceed \$2,500.00 per month. All premiums and benefits are payable 12 months per year.
- 8.3 The plan guarantees benefits of 65% of the monthly rate of pay up to maximum monthly benefits of \$1625.00 per month, and any extra compensation is excluded. The plan will pay all of this 65% guarantee if the insured is not eligible for "other income benefits." If he is eligible for "other income benefits," the plan will add to the total of "other income benefits" to make up this 65% guarantee. In general, the plan counts as "other income benefits" any wages, salary, or other remuneration a person might receive from their component institution, or from any other employer, while they are eligible for income benefits from the plan. Also counted are any disability benefits payable under any law or under any plan sponsored by The University of Texas.
- 8.4 Covered employees will be eligible for the first income payment from the plan after having been "totally disabled" throughout a qualifying period of 90 days. Payments will be made as of the end of each calendar month. Benefits continue to be paid as long as a person is "totally disabled"; however, all income payments will stop when a person recovers, dies, or reaches age 65--whichever happens first.

- 8.5 No medical examination is required if application is made for insurance within 60 days from date of employment. After the 60 day period, an "Evidence of Insurability" form, prepared by the company and available through the Personnel Office is required. No medical examination is required if this form is accepted by the company after review, but, if it is not so accepted, the applicant must have a medical examination at his expense.
- 8.6 Each policyholder receives a certificate issued by the company which is prepared and transmitted through the Business Office or Personnel Office.
- 8.7 The insurance of any employee under this policy shall terminate at the earliest time specified below:
- 8.71 Upon discontinuance of the policy.
- 8.72 At the end of a policy month during which the employee's employment with the University in the classes eligible for the insurance terminates.
- 8.73 On the date the employee attains the age of sixty-five years.
- 8.8 A person may continue to keep the coverage during periods of Official Leave of Absence upon the direct payment of premiums through the Business Office of the appropriate component institution.
9. By adding, in Chapter VII, Section 4.6 and by substituting for Sections 12.2, 12.5, 12.6, 12.7, 12.8, 12.9, and 12.10, four new sections, 12.2, 12.5, 12.6, 12.7, and 12.8 as follows:
- 4.6 The current appropriation bill provides that no funds appropriated thereby may be expended for the purchase or maintenance of motor vehicles by a state institution unless the institution submits to the Legislative Budget Board and the Governor's Budget Office within thirty (30) days after the beginning of each fiscal year a complete list of all rules, regulations, and policies prohibiting and penalizing the personal use of State-owned passenger vehicles by employees.
- 12.2 TV Stations Prohibited. -- "None of the moneys appropriated in this Article may be expended for the acquisition, construction or operation of television transmitter station; provided, however, this prohibition shall not be construed so as to prevent the medical schools, dental school, general academic institutions or other agencies of Higher Education named in this Article from using closed-circuit television for purely instructional purposes, or to prevent general academic teaching institutions with existing transmitter stations to use same for educational purposes, or to prevent the continuance of operating arrangement with existing transmitter stations for purely educational purposes."

- 12.5 Use of Educational and General Funds for Alumni Activities Prohibited. -- "None of the educational and general funds or of the Constitutional funds appropriated by this Article may be expended by State agencies of higher education for the support and maintenance of alumni organizations or activities."
- 12.6 Vending Machines Authorized. -- "Vending machines may be placed on State-owned Property or in State-owned Buildings only with the approval of the governing Board and such approval shall be recorded in the minutes of the body. A copy of the contract shall be filed with the State Board of Control showing the location within the agency and the terms of the contract. Proceeds, net revenue, rentals or commissions received be accounted for as State Revenue and the amount so collected is hereby appropriated to the Institution for use as directed by the Board authorizing the installation."
- 12.7 Pay Station Telephones Authorized. -- "Pay telephones may be located in State-owned Buildings or on State-owned Land only with the approval of the governing Board and the net proceeds shall be collected and accounted for as State revenue and the amount so collected is hereby appropriated for use by the agency as determined by the governing Board."
- 12.8 Full Disclosure of Expenditures. -- "The expenditures of appropriations made by this Article to the General academic teaching institutions shall be contingent upon the full reporting each fiscal year to the State Auditor, in the manner and at the times prescribed by him, of expenditures made by each program or activity of such institutions, including auxiliary enterprises, of the fund sources of such expenditures, and of the expenditure allocations by programs and purposes out of Federal, private, and other grants and gifts."
10. By substituting in Chapter VIII the term "Vice-Chancellor for Business Affairs or his delegate" for the term "Comptroller" wherever it appears and by substituting in Sec. 4.4 "Chancellor or his delegate" for "Vice-Chancellor (Developmental Services)."
11. By deleting in Chapter XI, Sections 4 and 5 and substituting the following in lieu thereof:
4. If the work is to be financed by government agencies, the negotiations shall be handled with the advice and assistance of the Office of Sponsored Projects at the Main University and by the equivalent office at the other component institutions.
5. Information as to overhead rates applicable to the type of contract to be entered into should be secured from the Vice-Chancellor for Business Affairs or his delegate or the Office of Sponsored Projects if with government agencies and otherwise from the business officers.

FEB 22 '55

RULES AND REGULATIONS OF THE BOARD OF REGENTS, PART TWO: AMENDMENT TO CHAPTER IV, SECTION 9.3 RE PURCHASE OF BOOKS, PERIODICALS, ET AL.-- Upon motion of Regent Olan, seconded by Regent Johnson, the Board unanimously amended the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part Two, Chapter IV, by deleting Section 9.3 and substituting the following in lieu thereof:

Books, periodicals, and magazine subscriptions, if payable from General Budget Funds, shall be purchased at the Main University through the University Library by the use of a book order card. Purchases payable from departmental funds.

grants, or special projects at the Main University, and which are not to become an acquisition of the Library, are to be purchased through the Library Order Department by the Use of the official Departmental Requisition form. Purchases at the other component institutions shall be made by requisition through the purchasing agents.

RULES AND REGULATIONS, PART TWO: AMENDMENT TO CHAPTER X, SECTION 8.5.-- The Regents' Rules and Regulations, Part Two, were amended by adding to Section 8.5, Chapter X, the following:

JUL 9 '55

"Provided, however, that the Executive Committee of the Board of Directors of Texas Student Publications, Inc. shall appoint and make awards to all members of the editorial staffs of the publications except the Editor and Managing Editor of The Daily Texan, the Editor of the Cactus, the Editor of the Ranger, the Editor of the Riata, and the Editor of Texas Engineering and Science Magazine, so long as such appointments and awards are made consistent with budgets previously approved by the Board of Regents and provided further that no action taken by the Board of Directors of Texas Student Publications, Inc. with respect to the employment, dismissal, salary, or duties and responsibilities of either the TSP General Manager or the Editorial Manager of The Daily Texan shall have any force or effect until it has been approved by the Board of Regents. "

001 8 '65

Rules and Regulations, Part Two: Amendment to Chapter X,
Subsections 8.1 and 8.2 (Texas Student Publications, Inc.)

1. That the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part Two, Chapter X, Subsections 8.1 and 8.2 be amended to read as follows:
 - 8.1 At least fifteen copies of the minutes of all meetings of the Board of Directors of Texas Student Publications, Inc. shall be delivered promptly to the Chancellor of The University of Texas for distribution to the Members of the Board of Regents, to the Secretary of the Board of Regents, and to such members of the University's administration as the Chancellor may direct. No action of the Board of Directors of Texas Student Publications, Inc. shall have any force or effect until it has been approved by the Board of Regents.
 - 8.2 No budget or budget amendment adopted by the Board of Directors of Texas Student Publications, Inc. shall have any force and effect until such budget or budget amendment has been approved by the Board of Regents of The University of Texas.

JUL 17 '65

AMENDMENT TO RULES AND REGULATIONS, PART II, 1943 EDITION: TEXAS UNION BOARD OF DIRECTORS.-- The Rules and Regulations, Part II, 1943 Edition, Section 46, relating to the members

of the Board of Directors of the Texas Union, was amended to read as follows, upon motion of Regent Connally, seconded by Regent Ikard:

The Board of Directors of the Texas Union shall consist of 11 members: five students, four faculty members, one member of the Dads' Association, and the Dean of Students or his representative.

The student members shall be chosen as follows: President of the Students' Association, ex officio; President of the Union Council, ex officio; one student who shall be elected by a majority vote of the Student Assembly from its membership. This student shall serve for one year beginning with his election at the first meeting of the Student Assembly after the Annual Fall General Election.

Also, two students, each to serve for two years, shall be appointed to the Board, one by the President of the Students' Association and the other by the President of the Union Council. Each appointee of the President of the Students' Association shall serve for two years; the first appointee by the President of the Union Council after the approval of this amendment by the Board of Regents shall serve for one year but succeeding appointees shall serve for two years.

The term "year" used in the above paragraph shall correspond to the period of service of the President of the Students' Association (from May to May).

To be eligible for a place on the Board of Directors, a student must have at least Junior standing, while serving in this position.

The faculty members shall be members of the general faculty who teach at least two-thirds time and who are elected by a plurality annually by the general faculty to serve for a period of two years beginning on June 1, after their election.

The member of the Dads' Association shall be a representative of that organization appointed by the President of the Dads' Association and approved by the Executive Committee of the Dads' Association to serve for a period of two years beginning June 1 after his appointment.

The Dean of Students or his representative shall serve ex officio.

The officers of the Board of Directors of the Texas Union shall be as follows: Chairman, President of the Union Council; Vice-Chairman, President

of the Students' Association; Secretary (without vote), Union Director. These officers shall perform the usual duties of their respective offices.

The Board of Directors of the Texas Union may, at its discretion, authorize the three officers together with one other member, not a student, to serve as an executive committee acting for the Board of Directors between meetings, but only during the period from June 1st until the first day of registration for the fall semester. All actions taken by the Executive Committee are subject to later ratification by the Board of Directors.

The Board of Directors of the Texas Union shall submit through the Chancellor of the University to the Board of Regents a careful estimate of the income to be derived during the next fiscal year from receipts from all sources, accompanied by a detailed budget in which shall be set forth the outstanding obligations that must be met, together with the expenditures that are recommended for equipment and other purposes, including personnel and salaries of the paid staff of the Texas Union.

The Board of Directors of the Texas Union shall meet regularly at least once a month during each University long session, setting its own date for meetings, formulating its own rules of procedure and exercising all powers not specifically assigned herein, subject to the approval of the Board of Regents.

MAY 22 '66

TEXAS UNION BOARD OF DIRECTORS: AMENDMENT TO RULES AND REGULATIONS, PART II, 1943 EDITION.--No action was taken on the proposed amendment to the Rules and Regulations, Part II, 1943 Edition, relating to the Texas Union Board of Directors which was referred by the Academic and Developmental Affairs Committee to the Committee of the Whole. The Committee of the Whole referred this proposal back to Central Administration with instructions that it be presented at a subsequent meeting with a revised recommendation in light of the discussions at this meeting.

MAR 13 1965

Amendment, Rules and Regulations, Part Two, Chapter V, Sub-
section 2.42 and Its Subsections. -- Part Two of the Rules and
Regulations of the Board of Regents for the Government of The
University of Texas, Chapter V, was amended by deleting
Subsection 2.42 and its subsections and was further amended
by adding a new Subsection 1.223 which reads as follows:

1.223 A classified employee nominated for part-time
teaching at rank of Instructor shall be paid at
rate applicable to each position.

and renumbering Subsection "1.223" as "1.224."

MAR 13 1965

Amendment, Rules and Regulations, Part Two, re Texas Student Publications, Inc. -- In the performance of all duties and in the exercise of all powers the Texas Student Publications Board, Inc., is subject to the Rules and Regulations of the Board of Regents. In order for the Regents to properly discharge their legal responsibilities and obligations periodic reports and financial statements are necessary. Thus the Board adopted the following resolution thereby amending the Rules and Regulations by adding Section 8 to Chapter X of Part Two:

WHEREAS, the Charter issued by the State of Texas to Texas Student Publications, Inc., a Texas corporation, provides in pertinent part that:

"It shall be the duty of the Board (of Directors of Texas Student Publications, Inc.), to furnish on request from the Board of Regents of the University . . . , within two weeks of such request

a written, and if required, a sworn report, giving the exact assets and liabilities of the corporation, along with other data concerning its business. In the performance of all duties and in the exercise of all powers, the Board of Directors (of Texas Student Publications, Inc.) shall be subject to the Rules and Regulations of the Board of Regents of The University of Texas, and all actions taken by the Board of Directors (of Texas Student Publications, Inc.) shall be subject to the approval of . . . the Board of Regents." (from Article VI of the Charter); and,

"On the dissolution of this corporation by limitation or otherwise, its assets shall pass in trust to the Board of Regents of The University of Texas to be at their disposal for the use of said University." (Article IX of the Charter); and,

"Proposed amendments to the Charter of Texas Student Publications, Inc. may be made. . . by the Board of Regents of The University of Texas." (from Article X of the Charter);

and,

WHEREAS, the most recent financial statements and auditor's report of Texas Student Publications, Inc. for its fiscal year ended August 31, 1964, indicate that for such fiscal year the corporation had a gross income in excess of \$321,000 and that the corporation owns and manages investments valued at more than \$241,000; and,

WHEREAS, in order for the Regents of The University of Texas to properly discharge the legal responsibilities and obligations imposed upon them by the statutes of the State of Texas and by the Charter issued by the State of Texas to Texas Student Publications, Inc., it is necessary that the Board of Regents receive periodic information regarding the actions of the Board of Directors of Texas Student Publications, Inc. and receive detailed statements regarding the financial operations and condition of Texas Student Publications, Inc.:

NOW, THEREFORE, BE IT RESOLVED by the Board of Regents of The University of Texas that Chapter X of Part Two of the Rules and Regulations of the Board of Regents for the Government of The University of Texas shall be amended by adding the following Section 8 at the conclusion of said Chapter X:

"Sec. 8. Texas Student Publications, Inc.

- 8.1 At least fifteen copies of the minutes of all meetings of the Board of Directors of Texas Student Publications, Inc. shall be delivered promptly to the Chancellor of The University of Texas for distribution to the Members of the Board of Regents, to the Secretary of the Board of Regents, and to such members of the University's administration as the Chancellor may direct. No action of the Board of Directors of Texas Student Publications, Inc. shall have any force or effect until it has been approved by the Board of Regents; provided, however, that it shall be conclusively presumed that any action taken by the Board of Directors of Texas Student Publications, Inc. has been approved by the Board of Regents if and when the Board of Regents does not approve, disapprove, amend, or postpone consideration of such action at the first meeting of the Board of Regents following the expiration of twenty days after the delivery to the Chancellor of the minutes of the meeting of the Board of Directors of Texas Student Publications, Inc. at which the action was taken.
- 8.2 No budget or budget amendment adopted by the Board of Directors of Texas Student Publications, Inc. shall have any force and effect until such budget or budget amendment has been approved by the Board of Regents of The University of Texas; provided, however, that it shall be conclusively presumed that any such budget or budget amendment adopted by the Board of Directors of Texas Student Publications, Inc. has been approved by the Board of Regents if and when the Board of Regents does not approve, disapprove, amend, or postpone consideration of such budget or budget amendment at the first meeting of the Board of Regents following the expiration of twenty days after the delivery to the Chancellor of the minutes of the meeting of the Board of Directors of Texas Student Publications, Inc. at which such budget or budget amendment was adopted.
- 8.3 No expenditure shall be made by Texas Student Publications, Inc. unless it is made in accordance with and pursuant to a budget item which has been previously adopted by the Board of Directors of Texas Student Publications, Inc. and approved by the Board of Regents of The University of Texas.

8.4 Within ninety days following the close of each fiscal year of Texas Student Publications, Inc., there shall be furnished to the Chancellor of The University of Texas for distribution to the Members of the Board of Regents, the Secretary of the Board of Regents, and to such members of the University's administration as the Chancellor may direct, at least fifteen copies of a complete audit of the fiscal affairs of Texas Student Publications, Inc., during the preceding fiscal year, prepared by a certified public accountant selected by the Board of Directors of Texas Student Publications, Inc.

8.5 All persons employed on salary by Texas Student Publications, Inc. shall be subject to approval by the Board of Regents of The University of Texas, both as to salary and as to qualification. (Comment: This provision is taken from page 20 of the Handbook of Texas Student Publications, Inc.)

8.6 In order to minimize sharply rising publishing costs, outside the campus of the Main University no copy or copies of any issue of the Daily Texan shall be given, delivered, or in anywise made available to any person or persons other than one copy for each paid subscription, no more than three copies to each advertiser in the issue in question, and one copy for each purchase price paid for an individual copy of the issue in question. No individual copies shall be sold at less than the published price of such issue and in no event shall any individual copies be sold at a price less than five cents each.

8.7 Any amendments to the Handbook of Texas Student Publications, Inc. may be made by a majority vote of the Board of Directors of Texas Student Publications, Inc., subject to the laws of the Students' Association, the Charter of Texas Student Publications, Inc., and the approval of the Board of Regents of The University of Texas. (Comment: This provision is taken from page 10 of the Handbook of Texas Student Publications, Inc.)

AND BE IT FINALLY RESOLVED by the Board of Regents that this resolution shall be published verbatim in the news columns of the Daily Texan as an official notice or statement pursuant to the provisions of paragraph 11(d) on page 44 of the Handbook of Texas Student Publications, Inc.

(Comment: The above mentioned paragraph 11(d) provides as follows:

"The Board of Regents and the Chancellor of The University of Texas shall have the right to publish in the news columns of the Daily Texan any information or official statements or notices. Likewise, official notices signed by other members of the faculty or administrative staff of the University will be printed in the Texan as requested. It is understood that the total space devoted to such material in each issue will not exceed one full column. ")

Adoption of Report. -- Vice-Chairman McNeese moved adoption of the foregoing report. Regent Erwin seconded the motion. Chairman Heath called for discussion on the question. There was none. The motion unanimously prevailed.

ATTENDANCE. -- Vice-Chairman McNeese was excused from the meeting.

DEC 12 1964

Amendment to Rules and Regulations, Part Two, Chapter V, Subsection 2.53. -- Upon recommendation of Vice-Chancellor Hackerman and Chancellor Ransom, it is recommended that the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part Two, Chapter V, Subsection 2.53 be deleted and that the following be substituted in lieu thereof:

2.53 The Quantity of Work rule provides that the student's combined employment and semester-hour load may not exceed forty hours per week. A student-employee may register for a thesis or dissertation course in addition to the course load authorized herein provided that his thesis or dissertation course does not require any absence from his place of employment.

RULES AND REGULATIONS, AMENDMENT (EMPLOYEE BENEFITS). -- Upon recommendation of Doctor Dolley and Chancellor Ransom, it is recommended that the Rules and Regulations, Part Two, Chapter VI, Section 3 be amended by deleting Subsection 3.9 and by revising Subsection 3.7 to read as follows:

- 3.7 Participation in the Group Life Insurance Program automatically terminates when employment terminates unless (1) the policyholder retires under the provisions of the Teacher Retirement System or the Employees Retirement System with at least 10 years of coverage under the insurance; (2) the policyholder has attained 62 years of age with at least 10 years of coverage under the insurance; or (3) the policyholder converts the group policy into one for regular individual life insurance. When an employee retires, the amount of insurance will be reduced to \$5,000 or the amount in force immediately prior to retirement, whichever is less, provided the employee has been insured continuously during the ten years prior to retirement.

Sept.
1964

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RULES AND REGULATIONS, PART TWO: AMENDMENT TO CHAPTER III, SUBSECTIONS OF 13.3(10). -- The proposed amendment to the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part Two, Chapter III, Subsections of 13.3(10), as presented in the Material Supporting the Agenda was amended in Subsection 13.3(10)2 by inserting in Line 8 "maximum of" immediately preceding \$16.00; and the amendment as amended was adopted whereby Subsections 13.3(10)1 and 13.3(10)2 were deleted and the following subsections were substituted in lieu thereof:

- 13.3(10)1 Contracts -- Travel allowances under research or other contracts, which are 100 per cent reimbursable, will follow the terms of the contract, and in the absence of specifications the travel rules and regulations covering payments from Grants and Trust Funds will apply.
- 13.3(10)2 Grants and Trust Funds -- Travel allowances paid from grants and trust funds, unless otherwise specified under the grant or gift, may be on a per diem basis as specified in the foregoing general travel regulations except that a maximum of \$16.00 per calendar day per diem rate shall apply to both in-state and out-of-state travel. When anticipated living costs are unusually low for those engaged in travel, the person authorizing the travel may reduce the per diem for all or any part of the travel, provided that the employee shall be notified of such reduced per diem before being allowed to incur any expense. In addition to per diem, costs of public transportation or rented vehicle, supported by receipts for expenses in excess of \$2.50

will be paid. If transportation is by private car, reimbursement will be paid at a rate not to exceed 10¢ per mile but limited to an amount not in excess of the cost of regular air transportation. When not otherwise prohibited by the terms of the gift or grant, employees may also be reimbursed for required registration fees or similar expenses incurred in attending meetings of organizations or associations. Receipts for registration fees or similar expenses shall be obtained and attached to the expense account.

Fiscal Regulations--Part Two of the Rules and Regulations of the Board of Regents for the Government of The University of Texas (4-M). --
/Pursuant to authorization at the December 1961 meeting of the Board, the Administration submitted to the Executive Committee proposed amendments to the Fiscal Regulations (Part Two of the Rules and Regulations of the Board of Regents for the Government of The University of Texas) that would conform the existing Rules and Regulations, Part Two, to the rider provisions of the current Appropriation Bill. 7

Approve Amendment No. 5 to the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part Two,

1. Chapter II by adding a new subsection 5.5 to read as follows:

5.5 A copy of each such budget, and any subsequent amendments thereto, shall be filed with the State Library to be available for public inspection.

2. Chapter III

a. By deleting subsections 3.3 and 3.31 and substituting in lieu thereof the following:

3.3 The University, by law, is authorized to maintain Revolving Funds to facilitate the payment of nominal expenses - to pay bills within cash discount periods.

3.31 The University may use the revolving fund for regular monthly payrolls as well as for weekly and special payrolls.

b. By adding a new subsection 3.4 to read as follows:

3.4 Under the current appropriation bill, any money deposited into the State Treasury which is subject to refund as provided by law shall be refunded from the fund into which such money was deposited.

c. By deleting subsections 13.33, 13.342, 13.362, 13.371, 13.39 and substituting in lieu thereof the following:

13.33 Per Diem Allowances. -- Travel Status for Continuous Period of Twenty-Four (24) Hours or More - An Employee who is traveling on official University business and is in continuous travel for a period of twenty-four (24) hours or more will be reimbursed at per diem rates, in lieu of actual expenses for meals and lodging in accordance with the following:

	Rates	
	In State	Out of State
Per diem per calendar day	\$9.00	\$15.00
One fourth (1/4) the rate for a calendar day for each period of six (6) hours or fraction, thereof (<u>at least 2 hours</u>).	2.25	3.75

13.342 An employee who is traveling on official University business for a continuous period of a minimum of six (6) hours but less than twenty-four (24) hours which does involve overnight stay will be reimbursed for meals and lodging in an amount not in excess of \$9.00 at the rate of \$2.25 for each six (6) hour period involved or fraction thereof (at least 2 hours).

13.362 For a fractional part of a day at the commencement or ending of continuous travel the six-hour periods of 12:01 A. M. to 6:00 A. M.; 6:01 A. M. to 12:00 Noon, 12:01 P. M. to 6:00 P. M., and 6:01 P. M. to 12:00 Midnight are each considered to be one quarter (1/4) of a calendar day. A fraction of a per diem period of six (6) hours is defined to be two (2) hours or more.

13.371 Rented or Public Conveyance Including Taxis. -- An employee traveling by rented or public conveyance is entitled to a transportation allowance equal to the actual cost of transportation, excluding Federal tax. Receipts for such rented or public transportation, excluding receipts for city bus, taxi, or limousine fares in amounts of \$2.50 or less, shall be obtained and attached to the employee's expense account when submitted. A detailed list of all claims for rented or public transportation including city bus, taxi, and limousine fares in amounts of \$2.50 or less shall be shown on Travel Expense Account under "Record of Transportation Claimed for Each Trip."

13.39 Exception to per Diem Allowance. -- Executive heads of Component Institutions shall be reimbursed for their actual meals, lodging and incidental expenses when traveling on official business either in or out of the State. Employees of State Agencies designated by the Governor to represent him officially at governmental meetings or conferences when held out of the State shall receive actual meals, lodging, and incidental expenses, and such employees may be reimbursed out of appropriations made to the agencies by which they are employed.

d. By deleting Section 17 and substituting in lieu thereof the following:

17. Receipting for Payments. -- Any statutory or rider provision requirements as to receipts for warrants in payment of salaries, wages or reimbursement of official travel expenses shall be complied with by the component institutions.

3. Chapter IV, by deleting Section 7 and substituting in lieu thereof the following:

7. Rental of Machines and Equipment. -- Requisitions for rental of office machines or any equipment of any kind are required, by law, to have the prior written approval of the Governor, and such approval shall be required before the requisition is submitted to the State Board of Control. Approval by the State Board of Control is required prior to the beginning of the rental period, and payment of the rentals shall be made only after such

approval. The requisitions shall be submitted through the purchasing agents, checked by the business managers, and forwarded by the executive heads to the Chancellor's Office for transmittal to the Governor. Also see Section 11 of this Chapter.

4. Chapter VII

- a. By deleting subsection 12.4 and substituting in lieu thereof the following:

12.4 Presidents' Homes. -- "No funds appropriated by this Act may be used for the purpose of constructing a home for a president of any of the general academic teaching institutions named herein, without obtaining the approval of the Governor and the advice of the Legislative Budget Board prior to obligating any funds for this purpose."

- b. By adding subsections 12.7, 12.8 and 12.9 to read as follows:

12.7 Use of Educational Funds for Alumni Activities Prohibited. -- "None of the Educational and General Funds or of the Constitutional funds appropriated by this article may be expended by State Agencies of higher education for the support and maintenance of alumni organizations or activities."

12.8 Vending Machines Authorized. -- "Vending machines may be placed on State-owned Property or in State-owned Buildings only with the approval of the governing Board and such approval shall be recorded in the minutes of the body. A copy of the contract shall be filed with the State Board of Control showing the location within the agency and the terms of the contract. Proceeds, net revenue, rentals or commissions received shall be accounted for as State Revenue and the amount so collected is hereby appropriated to the Institution for use as directed by the Board authorizing the installation."

12.9 Pay Station Telephones Authorized. -- "Pay telephones may be located in State-owned Buildings or on State-owned Land only with the approval of the governing Board and the net proceeds shall be collected and accounted for as State Revenue and the amount so collected is hereby appropriated for use by the agency as determined by the governing Board."

5. Chapter VIII

- a. By deleting subsection 5.2 and substituting in lieu thereof the following:

5.2 Under the provisions of the current Appropriation Bill, none of the funds arising from the issuance of bonds under the authority of Section 18, Article VII, of the Texas

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Constitution, may be obligated for the construction of buildings until a summary of the proposed building program showing the character and location of buildings, the number of square feet, the type of construction, the estimated cost and the estimated completion date of each proposed building has been filed with the Legislative Budget Board.

b. By adding subsection 5.3 to read as follows:

5.3 Under the provisions of the current Appropriation Bill, prior to the allocation, expenditure or encumbrance of any funds arising from the issuance of bonds under the authority of Section 18, Article VII, of the Texas Constitution, for individual building construction projects costing in excess of Twenty-five Thousand Dollars (\$25,000), other than classroom, library and laboratory building projects, the planned expenditure of such funds shall be approved by the Governor after seeking the advice of the Legislative Budget Board.

With the adoption of this amendment, Part Two of the Rules and Regulations will be hereafter known as the February 1962 Revision.

Amendment No. 47, Rules and Regulations, Part Two, Chapter I, Subsections 1.3 and 1.4. -- The Academic and Developmental Affairs Committee recommends that the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part Two, Chapter I, Subsections 1.3 and 1.4, be deleted and that the following be inserted in lieu thereof in the revised copy of Fiscal Regulations (Part Two of the Rules and Regulations) now in process. The purpose of this amendment is to secure uniformity in the reporting of gifts by the component institutions:

B-802

- 1.3 The authority to accept gifts to a component institution is delegated to the institutional head when the gift is to a fund, foundation, or enterprise already approved by the Board of Regents or is a continuation of a series which has been previously approved by the Board. Such gifts shall be reported to the Board arranged uniformly as prescribed by the Office of the Board of Regents by the dockets of each component institution.

- 1.4 Each administrative head is empowered to accept cash gifts to The University of Texas of less than \$100, within the policies of the Board of Regents and Legislature governing the acceptability of gifts, and to deposit such gifts to the appropriate accounts. A semi-annual report of such gifts showing name and address of donor, amount, purpose and date of the gift shall be filed in the Office of the Board of Regents within thirty (30) days after August 31 and February 28 of each year.

1981 RULES AND REGULATIONS, PART TWO (FISCAL REGULATIONS)
READOPTION; AUTHORIZATION TO EXECUTIVE COMMITTEE. -- B-804
Section 19, Article IV Special Provisions, S. B. No. 1, First Called
Session, 57th Legislature (1961) requires that "the local rules and
regulations for the fiscal management of that institution; reference to
the special provisions, prohibitions and requirements of this Article;
and reference to the applicable provisions of other State or Federal
laws and regulations governing the custody, expenditure and accounta-
bility of and for public funds" shall be revised at least biennially within
ninety (90) days after the beginning of the fiscal year and that a copy
of such regulations shall be furnished to the State Auditor.

The Central Administration states that because of the late passage of
the Appropriation Bill there has not been time to revise completely the
Fiscal Regulations (Part Two of the Rules and Regulations) of the
Board to comply fully with the rider provisions of the current Appro-
priation Bill.

It is hoped that the revision can be ready shortly and it is desirable
that the Board's approval be obtained at the earliest possible time to
permit compliance with the filing requirements. In this connection,
the Committee of the Whole recommends that the following proposals
of the Administration be approved:

1. Until the revised fiscal regulations are approved, the
Board of Regents readopts the existing fiscal regula-
tions with the express understanding that they are
modified and superseded by any and all rider provi-
sions and statutory provisions adopted by the 57th
Legislature to the extent that the existing regulations
differ therefrom.
2. The Executive Committee is expressly authorized to
consider and approve a redraft of the fiscal regula-
tions which comprise Part Two of the Rules and Reg-
ulations of the Board of Regents for the Government
of The University of Texas.

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Amendment No. 2, Rules and Regulations, Part Two, Chapter III, Section 13. -- In order to conform to Section 34, Article V, Senate Bill No. 1, of the First Called Session of the 57th Legislature, 1961, the Academic and Developmental Affairs Committee recommends that the Rules and Regulations of the Board of Regents for the Government of The University of Texas, Part Two, Chapter III, Section 13 be amended to include the Vice-President and Provost of the Main University and be approved as amended as a part of the fiscal regulations for the 1961-63 biennium to read as follows:

Sec. 13. Absence from Usual and Regular Duties, Authorization for Absence, Including Travel, and Travel Expense Reimbursement.

13.1 Absence from Usual and Regular Duties

13.11 Authorization for any member of a faculty or staff of the University to be absent from his usual and regular duties will be granted only under the following conditions:

13.111 When such absence is on state business, which shall include, ~~among~~ other purposes, the formal presentation of original researches by an employee before a national, regional, or state learned society, and

13.112 When appropriate provisions are made to carry on the duties of the absent person without additional expense to the University.

13.2 Authorization for Absence for Staff Members Whose Regular Duty Does Not Require Travel. Authorization for absence from usual and regular duties, including travel from the city or town where the University officer or employee is regularly stationed, will be granted by the Board of Regents, or by the Administrative Officer to whom the Board may delegate authority, only by advance permission obtained as follows:

13.21 Request for permission to be absent for a period not in excess of one week (7 calendar days) shall be transmitted through the proper administrative channels to the executive head of the component institution for approval. At the Main University, request for such absence, including travel on official business without expense to the University, shall be transmitted, with reasons therefor, through the departmental chairman or administrative superior to the appropriate dean or equivalent administrative officer for approval; but if reimbursement for travel is involved, the approval of the President is required.

- 13.22 Request for permission to be absent for a period in excess of one week but not in excess of two weeks, including travel on official business, shall be transmitted through proper administrative channels to the Chancellor of the University for approval prior to such absence.
- 13.23 Request for permission to be absent for a period in excess of two weeks (excluding holidays approved by the Board), including travel on official business, shall be transmitted through proper administrative channels to the Chancellor of the University and to the Board of Regents or the Executive Committee of the Board for approval prior to such absence.
- 13.24 Request for permission to be absent by the administrative officers and staff of Central Administration shall be approved by the Chancellor.
- 13.25 Any travel which contemplates reimbursement from funds appropriated by the Legislature for travel expenses incurred outside the continental limits of the United States must have the written approval of the Chancellor of the University and the Governor prior to the travel, in addition to the authorizations required in the appropriate preceding subdivisions.
- 13.26 In lieu of any of the delegations of authority to approve absence from usual and regular duties, including official travel, specified in the above subdivisions, the Chancellor of the University may exercise such authority.
- 13.27 The chief administrative officers of the component institutions shall keep records of all approved absences and shall submit detailed summaries periodically to the Chancellor for distribution to the Board of Regents.
- 13.28 Approvals of travel shall not be routine or perfunctory, but shall be made only after the executive head, or his authorized representatives, have carefully examined the purpose and need for each trip with a view to the economic and effective utilization of all travel funds.

13.3 Approval of Travel Expense Reimbursements

13.31 Travel Expenses shall be reimbursed only from funds appropriated or authorized for travel. Heads of component institutions shall plan the travel of all employees under their authority to achieve maximum economy and efficiency.

13.32 Travel vouchers for reimbursement of all official travel authorized pursuant to the foregoing provisions shall be approved and signed as follows:

13.321 Central Administration - Reimbursement for all travel shall be approved either by the Chancellor of The University of Texas or by the Auditor or Assistant Auditor of the Main University.

13.322 Component Institutions - Reimbursement for all travel by employees of the component institutions shall be approved either by the Chancellor of The University of Texas or by the administrative officers designated below:

Main University - the President, the Vice-President and Provost, the Auditor, or Assistant Auditor.

Texas Western College - the President of Texas Western College or the Business Manager.

Medical Branch, Galveston - the Executive Dean and Director or the Business Manager and Comptroller of Hospitals.

Southwestern Medical School - the Dean or the Business Manager.

Dean or the Business Manager.

M. D. Anderson Hospital and Tumor Institute - the Director, the Administrator, or the Business Manager.

Postgraduate School

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Amendment No. 1, Part Two, Rules and Regulations, Over-
time. -- In the Material Supporting the Agenda, Chancellor
Ransom presented an amendment to the Rules and Regulations
of the Board of Regents for the Government of The University
of Texas, Part Two, Chapter V, Subsection 2.4. However,
at the meeting, he concurred in Dean Gill's request that South-
western Medical School be included in this program rather
than made an exception. The Academic and Developmental
Affairs Committee recommends that Part Two of the Rules
and Regulations, Chapter V, Subsection 2.4 be deleted and
the following inserted in lieu thereof:

Sec. 2. General Personnel

2.4 Overtime.

2.41 Classified Personnel.

2.411 The schedule of activities shall be so organized that employees are not required to work in excess of established work periods except when operating necessities demand it. Equivalent compensatory time off for required overtime of at least one hour or more above established work periods is given employees whose salaries are below the minimum for a full-time instructor at all institutions except the M. D. Anderson Hospital and

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Establishment of System Personnel Office. -- The establishment of a System Personnel Office, Central Administration, was recommended by the Academic and Developmental Affairs Committee as suggested in the information in the Material Supporting the Agenda mailed to each Regent. This proposal expands the Workmen's Compensation Insurance and Other Staff Benefits Office into a System Personnel Office effective April 1, 1961. The change involves three personnel assignments and two salary increases (These will be reported in the May docket.) and amends the Rules and Regulations of the Board of Regents for the Government of The University of Texas as follows:

1. Part One, Amendment No. 3. -- Amend Chapter II by deleting subsection 7.423 and substituting in lieu thereof the following:

Responsibility for fiscal and budgetary aspects of the System Personnel Office.

/In order to conform to Chapter VII, subsection 4.1, Page 56 (loose leaf copy), this will be voted on at the May meeting. 7

2. Part Two, Amendment No. 1. --

- a. Amend Chapter V by deleting subsection 1.26 and substituting in lieu thereof the following:

1.26. --System Personnel Adviser. The System Personnel Adviser serves as a staff officer advising the Chancellor through the Vice-Chancellor (Fiscal Affairs) on the Classified Personnel programs, Workmen's Compensation insurance, and other staff benefits, for each of the component institutions of the system.

- b. Amend Chapter VI by deleting subsections 1.9, 5.9, and 5.(10) and substituting in lieu thereof the following:

1.9. --Information pertaining to options under which retirement benefits may be drawn and to reciprocal service between the Teacher and Employees Retirement Systems, as well as other information, may be secured from the local institutional business or personnel office, the Central Administration System Personnel Office, or the Teacher Retirement System in Austin.

5.9. --The supervisor of a covered employee who is injured during the course of employment must file a complete report with the Supervisor of the Workmen's Compensation Insurance Office whether or not time is lost from work. If time is lost, a supplemental report is filed when the employee returns to work. When the time lost is over 60 days, this report is filed at the end of each 60-day period. The same form is used

if the employee is disabled later due to the original injury. In the event of death of the injured employee, the form is filed immediately.

5. (10). --The employees' supervisors are also responsible for keeping in close touch with injured employees and their attending physicians and investigating medical attention to see that unnecessary aid and visits are avoided. They approve the statement from the physician as to services rendered although not actual charges for treatment.

c. Amend Chapter VI, Sections 2 and 5, by substituting throughout:

(1) "Supervisor of Workmen's Compensation Insurance" for "Director of Workmen's Compensation Insurance and Other Staff Benefits."

(2) "System Personnel Office" for "Workmen's Compensation Insurance and Other Staff Benefits Office."