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## UCCSN Board of Regents' Meeting Minutes October 31, 1925

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Reno, Nevada  
October 31, 1925

The Board of Regents met in the Office of President Clark on Saturday morning, October 31, 1925, at 9 o'clock, all members of the Board and President Clark being present.

The minutes of the meeting of September 30th were corrected in accord with letter of Comptroller Gorman of October 3rd, 1925 and were then approved on motion of Mr. Pratt, by the following vote:

Mrs. Hood	Aye
Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	Aye
Mr. Pratt	Aye

List No. 10, State Claims Nos. 98 to 113 for the net sum of \$39,298.36, and List No. 11, Regents Checks Nos. 5102 to 5116 for the net sum of \$56,657.01 were, on motion of Mr. Pratt, approved by the following vote:

Mrs. Hood	Aye
Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	Aye
Mr. Pratt	Aye

Mrs. Hood moved that the Regents subscribe for 60 copies of the Desert Wolf at a cost of \$72 for the University year. Vote:

Mrs. Hood	Aye
Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	Aye
Mr. Pratt	No

On motion of Mr. Pratt, the Regents authorized the subscription

of 350 copies of the U. of N. Sagebrush by the Regents at \$1.25 each for this University year. Vote:

Mrs. Hood	Aye
Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	Aye
Mr. Pratt	Aye

It was the sense of the Board that the two papers might possibly be consolidated, in view of the editorial in the last issue stating that its main object was to provide a channel for College humor. The President agreed to speak to the two Editors about this possibility. It was also understood that after this year, the University's subscription list for the Sagebrush would not exceed 100 copies, the President to notify the Editor of the Brush of this decision.

On the recommendation of Mr. Creel, President Clark recommended that the Board invite the Western States Extension Conference to hold its November 1926 meeting on this Campus, the invitation to be extended by Director Creel at the pending Conference at Pullman, Washington, within the next few days. Mr. Williams moved that the President be authorized to extend a formal invitation to this Western States Conference to hold its next meeting on this University Campus. Vote:

Mrs. Hood	Aye
Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	Aye
Mr. Pratt	Aye

On the recommendation of Director Creel, President Clark recommended that the salary of Miss Mary Stillwell, Assistant Director of Agricultural Extension, should be increased from \$3000 to \$3300 per year, effective November 1, 1925. Mrs. Hood moved the adoption of the President's recommendation. Vote:

Mrs. Hood	Aye
Judge Talbot	No
Mr. Williams	Aye
Mrs. Williams	Aye
Mr. Pratt	Aye

Chairman Pratt had hoped to present some figures on electric cable, but these were not available. He had also thought to bring up the question of hazing, but had decided to let the mat-

ter lay over until some other time. Judge Talbot stated that he wished to go on record as stating that at the next full meeting of the Board, or possibly sooner, he would move the passage of the following Resolution by this Board:

RESOLVED, that every man hereafter registered as a student of the University of Nevada be required to file with the Registrar at the time he registers the following written pledge: "I solemnly pledge that during the time I am a student of the University of Nevada I will not haze or assault any other student and I will be kind, courteous and gentlemanly in all my conduct."

The proposed Bylaws were gone over Article by Article. Mrs. Hood suggested that the Bylaws should include an Article stating that the last two years of his service a Regent should serve as Chairman of the Board. Judge Talbot moved that they should not provide in the Bylaws that a Regent during his last two years of service shall be Chairman of the Board. Vote:

Mrs. Hood	No
Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	No
Mr. Pratt	Aye

The Board then recessed until after the football game in the afternoon.

The Board reconvened in the President's Office at 4:45 P.M., all members and President Clark being present.

Judge Talbot moved that at the end of section 4, Article 5, of the Proposed Bylaws the following be added:

Excepting teachers whose terms of employment have been specifically limited, any University teacher about to be dismissed shall, except in a case of clearly established grave moral delinquency, be given notice of his dismissal at least 5 months before the end of his salary year. Before the Board of Regents takes final action to dismiss any teacher, such teacher shall be given opportunity to have a hearing before the Board, at which hearing the teacher may present any evidence in his own behalf.

Vote:

Mrs. Hood	Aye
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Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	Aye
Mr. Pratt	Aye

Judge Talbot moved that the proposed regulation on leaves of absence should appear as Section 5 of Article V, as follows:

Sec. 5. Leaves of Absence of University Staff Members

The President and Board of Regents are ready to consider application for leave of absence for a semester or longer time by any member of the University staff who will present a definite plan for such use of his leave time as will make him better able to serve the University on his return and they are ready to consider the grant of some compensation during a given leave of absence, provided the staff member concerned has been in the service of the University not less than 3 years before the leave is granted and provided that the staff member concerned will pledge a return to the service of the University for at least 2 years after his leave of absence has expired.

Vote:

Mrs. Hood	Aye
Judge Talbot	Aye
Mr. Williams	Aye
Mr. Pratt	Aye

In the proposed Service Staff Annuities, Judge Talbot moved that the maximum 45% should be changed to 50%. Vote:

Mrs. Hood	No
Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	No
Mr. Pratt	No

Mrs. Hood moved the adoption of the Service Annuity Plan as presented by the President at the request of the Board, with understanding that the full text of this, the Board's adopted standing Service Annuity Plan, should be printed in the forthcoming Bulletin containing the Boards Bylaws, etc.

Staff Service Annuities

Any member of the University staff who has been in the full-

time service of the University continuously for not less than 10 years immediately preceding his or her retirement from active service may be released from active service and may receive from the general funds of the University a service annuity under the following conditions:

1. Retirement and service annuity, subject to the service years above stated,
  - a. May be granted by the Board of Regents any time after the person concerned shall have reached 60 years of age.
  - b. Shall be granted by the Board of Regents upon request of the person concerned any time after the person shall have reached 65 years of age.
  - c. Shall be granted by the Board of Regents to any staff member not later than the end of the University year in which the person concerned is 70 years of age, provided that this (c) limitation need not be enforced against members of the staff of the Superintendent of Buildings and Grounds.
2.
  - a. The amount of the annual service annuity to be paid in each case shall be a percentage of the annual salary of the person concerned averaged for the last 5 years of the person's active service. The percentage in each case shall be 25% for the minimum service time of 10 years, increased by 1% for each year of full-time service in this University of Nevada beyond 10 years and further increased by 1% for each 2 years of full-time service by the person concerned in any other University, College or Normal School, prior to the beginning of the person's service in this University, provided that the upper percentage limit of annual service annuity in any case shall be 45%. In no case shall any service annuity exceed the sum of \$2500 per year.
  - b. If any member of the University staff, having been 10 full-time years, or more, in service of the University, is permanently incapacitated for further regular service before that member has reached 60 years of age, the Board of Regents will be ready to give consideration to this as a special case, possibly deserving of some service annuity grant.

3. Each member of the teaching staff of the University who goes on the retired list shall be given, during the remainder of his life, an emeritus Professorial ranking the same as his ranking during his final year of service, except that such ranking shall not carry any Deanship or Directorship or Headship of Department. An emeritus Professor shall be a member of the University faculty with voice but not with vote at faculty meetings. With the consent of the active Head of the Department concerned, and of the President of the University and of the Board of Regents, a given emeritus Professor may be permitted to give a course or courses in the Department in which he has emeritus ranking without additional compensation other than his retirement annuity. In no case, however, shall a Professor of emeritus rank act in any administrative capacity as a Director, Head of Department, Dean or otherwise.

Vote:

Mrs. Hood	Aye
Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	Aye
Mr. Pratt	Aye

Judge Talbot moved the adoption of the Bylaws as revised, as follows:

## 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 5 regular meetings during each year, one each on the last legal day of the months of January, June, August and November and one within 3 days of Commencement. In each odd-numbered year the regular January meeting shall be the organization meeting when the Board shall elect its officers for the ensuing biennium, unless otherwise provided by the Board.

Section 3. Special meetings of the Board may be called when-

ever deemed necessary by the Chairman or any 3 members of the Board, by giving due notice thereof by mail or telegram to each member of the Board. Such notice shall indicate the general character of 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 herein otherwise provided, and also a majority of all members of committees. 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 prior to 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 Committees.
8. Communications and Petitions.
9. New Business.

## ARTICLE III

### Rules of Order

Section 1. Cushing's Manual of Parliamentary Practice shall govern the course 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 the funds of the University or its expenditures or to create 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 demand of any member of the Board made before the announcement of a vote otherwise taken.

Section 5. A motion to reconsider may be made by any member who voted upon the prevailing side and at the pending of a future meeting.

#### ARTICLE IV

##### Committees of the Board

Section 1. At the organization meeting in January of each odd-numbered year, the Board shall elect 2 members of an Executive Committee consisting of 3 members, the Chairman of the Board to be Chairman ex officio. Each member shall hold office for 2 years or until his successor is elected. Vacancies in the Committee may be filled by the Board at any time.

Section 2. This Committee shall meet on the last legal day of each month, except on the days on which meetings are held by the Board and shall meet whenever the Chairman or 2 members thereof shall find it necessary for the transaction of any business within the powers of the Committee which is urgent and cannot be postponed for a regular meeting of the Board.

Section 3. The Executive Committee and also a majority of all the members of the Board, shall have power, when the Board is not in session, as fully as the Board would have if in session, to pay, and to authorize the drawing and delivery of checks and the signing thereof by the Chairman of the Board or by any member of the Board, for the payment of the salaries of members of the faculty and staff and employees, as previously fixed by the Board, for the expense and payroll for the care and upkeep of the buildings and grounds, for supplies for the usual business of the University, for materials and expenditures within the budgeted amounts allowed or fixed by the Board, and for payment on construction



contracts and any and all other obligations previously fixed, incurred or authorized by the Board.

Any motion, resolution or action of the Executive Committee or of a majority thereof, when approved by all the members of the Board in writing and a copy thereof entered in the minutes of the Board shall have the same force and effect as if passed by the Board in regular session.

The Executive Committee shall not have power to employ members of the faculty or staff or to increase or contract for the payment of salaries or to incur any new financial or other obligations against the Board, or the University, or its funds, unless the action of the Committee be approved as herein before specified and provided. They shall not have the power to sell or purchase any real estate or bonds or other securities unless specifically authorized by the Board or as herein provided.

Section 4. The Executive Committee shall make a record in writing of all its transactions and submit it to the Board at its 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 2 years, or until their successors are appointed:

- Finance 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 in so far as they are empowered by the Board specifically so to do, and shall report their recommendations or action 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

### Officer and Appointees of the Board

Section 1. The officers of the Board shall consist of a Chairman, a Vice Chairman and a Secretary, who shall be elected for a term of 2 years extending to the next organization meeting. They shall be elected at the organization meeting or 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 Treasurer and Comptroller shall be elected at a regular meeting of the Board.

Section 4. The Board may at any time, upon the recommendation of the President of the University, 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. Excepting teachers whose terms of employment have been specifically limited, any University teacher about to be dismissed shall, except in a case of clearly established grave moral delinquency, be given notice of his dismissal at least 5 months before the end of his salary year. Before the Board of Regents take final action to dismiss any teacher, such teacher shall be given opportunity to have a hearing before the Board, at which hearing the teacher may present any evidence in his own behalf.

Section 5. Leaves of Absence of University Staff Members.

The President and the Board of Regents are ready to consider application for leave of absence for a semester or longer time by any member of the University staff who will present a definite plan for such use of his leave time as will make him better able to serve the University on his return and they are ready to consider the grant of some compensation during a given leave of absence, provided the staff member concerned has been in the service of the University not less than 3 years before the leave is granted and provided that the staff member concerned will pledge a return to the serv-

ice of the University for at least 2 years after his leave of absence has expired.

## 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 and sign checks and documents.

Section 2. In the absence of the Chairman, the Vice Chairman shall have the powers and perform the duties of the Chairman.

Section 3. 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 keep its records; he shall be ex officio clerk of the Executive Committee of the Board; 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.

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, the Secretary, the Treasurer, or other officer, or communications of any character to the Board upon which action has been taken, with identification references by titles 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 of whatever nature or kind; 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 in 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 for 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 expenditure 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 agent of the Board. He shall be ex officio a member of all faculty committees; he shall attend the meetings of the Board of Regents and meetings of all committees when desired; 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 such nominations for appointment to positions under the Board of Regents as he may deem best. He shall perform such duties as may be provided by the Board or by law. The President of the University shall hold the same relation to the Board of Control of the Experiment Station 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 Board or the faculty.

Vote:

Mrs. Hood	Aye
Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	Aye

Mr. Pratt                      Aye

Mr. Williams moved that Mrs. Williams and Mrs. Hood should act with the Chairman as the Executive Committee of the Board. Vote:

Mrs. Hood	Not Voting
Judge Talbot	Aye
Mr. Williams	Aye
Mrs. Williams	Not Voting
Mr. Pratt	Aye

No further business appearing, the Board adjourned with understanding that the next meeting of the Board should be held at 9 o'clock on Monday morning, November 30th and that Mr. Pratt, Mrs. Williams and Judge Talbot would agree to be present at that meeting.

Walter E. Pratt  
Chairman

Carolyn M. Beckwith  
Secretary