

TUESDAY, MARCH 25, 1873.

The Committee assembled at 9:30 A. M., in the Regent's office.
Present—Messrs. Cobb, Lawrence, Goltra, Scott, and the Regent.
The Regent read the following report:

To the Executive Committee:

GENTLEMEN:—As this is the last meeting at which I shall be with you before taking the furlough granted me by the Trustees, I wish to lay before you, for your consideration, several points with regard to the management of the institution during the summer.

In view of our diminished income, we have made our arrangements to do the work of the University with the least possible expense, and I have endeavored to impress upon all the departments the necessity of the closest economy, that we may safely meet whatever emergency may come upon us. Taking it for granted that the appropriation will be made for the completing and furnishing of the new building, it is evident that the work upon it should be resumed at the earliest practicable day, in order that it may be fully completed for use at the opening of the Fall term. I have conferred with the proper officers, and they will lay before you, when it is needed, the conclusions we have reached in regard to the work.

It must be left, of course, to your wisdom to determine whether new contracts shall be formed for the several parts of the work, or whether a competent foreman shall be employed and the work completed under him. I am inclined to believe that it will be done best, and with most economy under the latter plan.

Prof. Robinson has in hand the details of a carefully considered plan for the steam heating, which, I trust, will meet your approbation. After securing proposals from competent parties, I hope that Prof. Robinson may be allowed to undertake the work, if his bid is as low as others; and I have no doubt that with the assistance he will procure, it will be done in a thorough and workmanlike manner.

The seating and furnishing, at least so much as may be needed immediately, will be best procured, in my judgment, by getting proposals from the several manufacturers, after the style and number of seats have been determined.

A part of the casings for the library will need to be put in at once, and the remainder, as well as the casings for cabinets, may, if necessary, be deferred till the opening of the Fall term, and will furnish then some labor for our shops.

As I am required by the by-laws to nominate, in case of my absence, some one to act in my place, I have concluded, after careful consideration, to present the name of Prof. S. W. Shattuck. In making this nomination, I offer no slight to the merits of other members of the faculty, equally competent and equally worthy of your confidence; but as he has already been employed by you in some superintendence of buildings and works, I have thought that in this juncture, when so much remains to be done in our business arrangements, that his services might prove more valuable to you than that of any other Professor. I am confident that all will concur, not only in this appointment, but in yielding him the heartiest support.

J. M. GREGORY, *Regent.*

The Committee on procuring the services of Book-keeper and Business Agent, made the following report:

The Committee to whom was referred the duty of employing a Book-keeper and Business Agent for the University, would report that they have engaged the services of Mr. W. L. Card, at a compensation of \$125 a month, and the use of a house belonging to the University, after the first of June, if his services should be continued; all subject to the approval of the Executive Committee. In order to define more clearly the duties of the Business Agent, we would recommend the following statement of such duties:

1st. He shall keep all books of the University, and do its business correspondence under the direction of the Regent.

2d. *Books of Departments.*—He shall also act as book-keeper of the several business departments, and keep, or cause to be kept, the books in these departments under the general direction of the superintendents in such departments. He shall make, in concurrence with the Regent, all purchases for the University or any of its departments; but no purchases shall be made except upon requisition from the heads of departments, approved by the Trustees, or such as may be ordered by the Trustees.

3d. *Sales.*—He shall aid the Regent and superintendents of the several departments, in effecting

such sales as may be authorized by the Trustees. He shall aid the Treasurer when required by said Treasurer, in making collections of all fees, rents, and other dues or debts due the University.

He shall also render such aid as may be required of him by the Regent or Trustees, in securing needful care or repairs of any property of the University, and do such other business as may from time to time be intrusted to him.

He shall keep the Regent and Trustees informed as to the state of finances and business affairs of the University, presenting the Executive Committee a monthly statement of all collections and expenditures in the several departments.

He may also be required to give instruction in book-keeping and business customs in the University classes.

His title shall be Business Agent of the University. The sales and purchases of the Stock Farm are exempted from the foregoing provisions, on account of the distance of such farm from the office.

The report of the Committee was adopted.

On motion of Mr. Scott, it was ordered that the salary of Prof. W. M. Baker be continued until further order from this Committee.

The following bills were audited and allowed :

McAllister, Coal.....	\$92 50
Doan House.....	31 25
Hosford & Spear, glass and lamps.....	7 35
Enterprise Coal Company, 3 cars coal.....	45 00
J. M. Gregory, nursery stock.....	39 61

Mr. E. L. Lawrence was authorized to purchase a set of harness.

Upon recommendation of the Regent, Prof. S. W. Shattuck was appointed Regent *pro tem.* during the absence of Dr. Gregory.

The further recommendations in the report of the Regent were accepted, and reserved for further consideration.

It was decided that Mr. Stedman be paid to the first of April under the rules existing, and that Mr. Card receive the inventory of material of shop from Mr. Stedman until further directions from this Committee.

The Regent's salary was ordered to be paid for April, and a warrant drawn for same.

The Regent reported that Dr. Prentice, Veterinary Surgeon, had accepted the proposition made by this Board, and he will remain to give instruction during the Spring term. It was decided that a stable be put up south of the mechanical shop, to be used as clinic for the Veterinary Department.

Voted that the Business Agent be instructed to examine into all accounts of Mr. Stedman and Mr. Vickroy, to ascertain the amounts, if any, which may be due them over and above their minimum salary, and report the same to the next meeting of the Executive Committee.

Adjourned to the call of the Regent.