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### Newsletter- September 1952

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MR. O. J. BAKER

# NEWSLETTER



*Back to College*

SEPTEMBER, 1952

NEWSLETTER

Prairie View A & M College

Prairie View, Texas

Volume XXIII

Number 1

A. CALENDAR - September, 1952

1. Faculty Orientation . . . . .	September 9 - 13
2. Student Orientation . . . . .	September 15- 18
3. Classes Begin . . . . .	September 18
4. Registration Closes . . . . .	September 24

B. FACULTY ORIENTATION

The annual Faculty Orientation Conference will be held on September 9, 10, 11, 12 and 13. The theme for this five-day program will be "The Desired Prairie View Product: What is Required to Produce it?" Visiting speakers for the program will include Dr. J. W. Reynolds, Professor and Consultant on Junior College Education, University of Texas; Dr. Hobb Gray, Professor of Secondary Education, University of Texas; Dr. Gordon Worley, Texas Education Agency; and Reverend E. O. Smith, Pastor, St. Paul Methodist Church, San Antonio.

The week's sessions will also include sectional meetings, meetings of schools, divisions and departments, a Get-acquainted social and annual employees picnic.

C. STUDENT ORIENTATION

Students will report to the campus on September 15 at which time a program of orientation, particularly for new students, is planned. This period before classes begin will include several sessions planned by the Department of Student Life, health examinations, identification photographs, testing, registration and advisement by schools and departments.

D. REGISTRATION PROCEDURES

The Office of the Registrar provides the following information covering registration procedure:

Students will report to the Registrar's Office for their Assignment cards. They will report next to their respective schools for advisement and approval of the program, which will be the signature of the adviser in the proper space on the card.

Students will then bring the approved Assignment card to the Registrar's Office and secure class cards for each approved class. Students will then be ready to report to the scheduled class at the proper time and turn in the class card to the instructor.

E. NEW EMPLOYEES

It is always a pleasure in this first issue of the Newsletter for the new school year to welcome into our midst the new employees who have joined the College family and those who return from study.

You will find a close family tie among all who are a part of the college program, and you, too, are now a member of this loyal Prairie View Family.

A list of new employees follows:

1. SCHOOL OF AGRICULTURE, Mr. G. L. Smith, Dean

Dr. E. W. Owens . . . . . Horticulture

2. SCHOOL OF ARTS AND SCIENCES, Dr. T. P. Dooley, Dean

Miss Tommie Price . . . . . Art  
 Miss Aurelia A. Chaney . . . . . Education  
 Miss Frankie B. Ledbetter . . . . . English  
 Mrs. Constance P. Evans . . . . . English  
 Miss Betty P. Hunter . . . . . Political Science  
 Mr. James E. Nix . . . . . Political Science  
 Mr. Norman C. Johnson . . . . . Mathematics  
 Miss Mattie A. Thompson . . . . . Romance Languages  
 Miss Ritchie M. McDonald . . . . . Music  
 Mr. Edward Martin . . . . . Science  
 Mr. William R. Johnson . . . . . Chemistry  
 Miss Gracie McLean . . . . . Secretary

Instructors returning from Study Leave:

Mr. Bradley G. Moore . . . . . Music  
 Mr. Samuel W. Davis . . . . . Education  
 Mr. Lloyd K. Williams . . . . . Mathematics  
 Mr. James A. Randall . . . . . Sociology

3. BUSINESS OFFICE, Mr. H. D. Murdock, Business Manager

Mr. Cleotis Holloway . . . . . Clerk

4. DINING HALL, Mr. J. L. Boyer, Manager

Miss Clemmie Morrison, . . . . . Dietician

5. SCHOOL OF ENGINEERING, Mr. C. L. Wilson, Dean

Mr. Milton Glenn . . . . . Woodwork  
 Mr. William L. McDuffie . . . . . Brickmasonry  
 Mr. James L. Wrenn . . . . . Machine Shop-Welding  
 Miss James Ruth Benson . . . . . Secretary  
 Mrs. Frankie Rigsby . . . . . Telephone Operator

6. COLLEGE EXCHANGE, Mr. N. C. Harden, Manager

Miss Edna Coleman . . . . . Clerk

7. OFFICE OF THE DEAN OF INSTRUCTION, Dr. J. M. Drew, Dean

Miss Maggie Swisher . . . . . Secretary

8. INTERSCHOLASTIC LEAGUE, Mr. O. J. Thomas, Director

Mrs. Doris Wilborn . . . . . Secretary

9. MAINTENANCE DEPARTMENT, Mr. A. A. Lee, Superintendent

Mr. John H. Dickerson . . . . . Assistant Superintendent  
Mr. Robert Sparks . . . . . Head Janitor

10. NURSING EDUCATION DIVISION, Miss Wilmoth A. Loper, Dean

Miss Rose Arnwine . . . . . Nurse  
Miss Bernice Bell . . . . . Nurse  
Miss Ottra Reed . . . . . Secretary

11. REGISTRAR'S OFFICE, Dr. T. R. Solomon, Registrar

Miss Eureka Lee Smith . . . . . Secretary

F. FOOTBALL SCHEDULE, 1952

Bishop College at Prairie View . . . . .	October 4
Wiley College at Dallas Fair (Cotton Bowl Classic) . . . . .	October 13
Florida A & M College at Tallahassee, Florida . . . . .	October 25
Arkansas State at Prairie View . . . . .	November 1
Texas College at Prairie View (Homecoming) . . . . .	November 8
Grambling College at Grambling, La. . . . .	November 15
Langston University at Langston, Oklahoma . . . . .	November 22
Southern University at Prairie View . . . . .	November 29
Texas Southern University at Houston (Prairie View Bowl) ..	Jan. 1, 1953

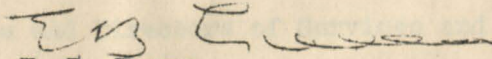
G. THE NEW TERM

Much like the ensuing football season which will highlight our activity program during the next few months, we too--all together--represent a team, preparing now for a successful nine-month season ahead.

How successful we may be in attaining our educational goals will depend largely upon how well we work together, with unity of purpose, in carrying forth the total objectives of the college.

Let us face this new term with confidence and determination--seeking at all times our ultimate goal of more effective programs of training for the young men and women of Prairie View.

Very truly yours,

  
E. B. Evans  
President

EBE/elh  
Attachments - 2

P. S. Workers' Meeting Tuesday, October 2, Administration Auditorium,  
7:30 p.m.

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C O P Y

C O P Y

THE TEXAS AGRICULTURAL AND MECHANICAL COLLEGE SYSTEM

Office of the Chancellor

College Station, Texas

ADMINISTRATIVE ORDER NO. 14

TO: Presidents of Colleges and Directors of Services and Agencies

SUBJECT: Possession or Use of Intoxicating Liquors

Reference: Chapter III, Section 10, Rules and Regulations of The Texas Agricultural and Mechanical College System, adopted March 11, 1949.

Attention is specifically called to Section 10, Chapter III of the Revised Rules and Regulations which reads as follows:

"Possession or use of intoxicating liquors on any property under the control of the Texas Agricultural and Mechanical College System is expressly prohibited. The Chancellor is director to issue System-wide regulations to effectuate this ban."

Each president and director will please see that the exact wording of this regulation is placed in the hands of every employee--and at an early date. Every person connected with the Texas A. & M. College System will be expected to comply with this regulation.

/s/ Gibb Gilchrist  
Chancellor

# STATE OF TEXAS

## FIFTY-SECOND LEGISLATURE — REGULAR SESSION STATE PROPERTY — ACCOUNTING — RESPONSIBILITY

### CHAPTER 356

#### H. B. No. 753

*An Act providing for the accounting and responsibility for and use of State property possessed by State Departments, agencies, boards and instrumentalities; and declaring an emergency.*

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

#### Legislative Finding and Purpose

Section 1. The Legislature finds that the State has a very substantial investment in real and personal property and that a substantial portion of the annual income of the State is spent to acquire property for State purposes and to maintain State property. The purpose of this Act is to establish a system for the orderly accounting for State property, to establish responsibility for the maintenance and care of State property and to prescribe the method of fixing pecuniary liability for the misuse of State property by officials and employees. The principles embodied in this Act are now found in the common law and Statutes of this State; this Act restates those principles and prescribes the implementing procedures. The State has a real interest in its property and is entitled to having it managed and used in a sound and businesslike manner so that the maximum benefits may be obtained from it and the State's investment therein protected.

#### Definitions

Sec. 2. The provisions of Articles 10, 11, 12, 14, 22, and 23, Revised Civil Statutes of Texas, 1925, and Acts, Fiftieth Legislature, 1947, Chapter 359, on the interpretation of Statutes shall apply specifically to this Act. In addition to these standard definitions, in this Act, unless the context otherwise requires:

(a) "Agency" shall include any State department, agency, board or other instrumentality, whether it is financed in whole or part by funds appropriated by the Legislature or not; but shall not include local political subdivisions of the State, such as counties, cities, towns, school districts, flood control districts, irrigation districts, and the like.

(b) "Agency Head" shall mean the full-time State elected or appointed official or officials who administer the agency or the executive who has been appointed to administer the agency by a part-time State elected or appointed official or officials.

#### Property Accounting

Sec. 3. All real and personal property belonging to the State shall be accounted for by the head of the agency which has possession of the property.

(a) The Comptroller of Public Accounts shall administer the property accounting system established by this Act. The State Auditor shall administer the property responsibility system established by this Act. The Comptroller shall issue such rules and regulations and manual of instruction and prescribe such records, reports, and forms as he deems necessary to accomplish the objects of this Act subject to the approval of the State

Auditor. The State Auditor is directed to cooperate with the Comptroller in the exercise of the Comptroller's rule-making powers herein granted by giving technical assistance and advice.

(b) The Comptroller shall maintain a complete and accurate set of centralized records of State property. However, where the Comptroller finds that an agency has demonstrated its ability and competence to maintain complete and accurate detailed records of the property it possesses without the detailed supervision by the Comptroller, the Comptroller may direct that the detailed records be kept at the principal office of such agency. Where the Comptroller issues such order, the Comptroller shall keep only summary records of the property of such agency and the agency shall keep such detailed records as the Comptroller directs and furnish the Comptroller with such reports at such times as the Comptroller directs.

(c) Each agency head shall cause each item of State property possessed by his agency to be marked so as to identify it. The agency head shall follow the instructions issued by the Comptroller in marking State property.

#### Agencies and Property Subject to Control

Sec. 4. (a) All State agencies shall comply with the provisions of this Act and shall keep the property records required by the Act.

(b) All real property owned by the State shall be accounted for by the agency which possesses the property. However, the real property administered by the General Land Office shall be accounted for by that office and not by the system prescribed in this Act, and the real property administered by the permanent funds established by the Legislature and people shall be accounted for by the agency now charged with its administration and not by the System prescribed in this Act.

(c) All personal property owned by the State shall be accounted for by the agency which possesses the property. The Comptroller shall by regulation define what is meant by personal property for the purposes of this Act. Unless the Comptroller prescribes otherwise, personal property shall mean all nonconsumable personal property having a value of Ten Dollars (\$10) or more per unit. In promulgating such regulations, the Comptroller shall take into account the value of the property, its expected useful life, and the cost of record keeping as compared with the value of the property. It is the policy of this provision that the cost of record keeping should bear a reasonable relationship to the cost of the property upon which records are kept. The Comptroller shall consult with the State Auditor in making such regulations and the Auditor shall cooperate with the Comptroller in the exercise of this rule-making power by giving technical assistance and advice.



### Property Responsibility

Sec. 5. Each agency head is responsible for the proper custody, care, maintenance, and safekeeping of the State property possessed by his agency.

(a) Each agency head shall designate either himself or one of his employees as property manager. The Comptroller shall be informed in writing by the agency head of the name of the property manager and shall be informed of any changes. Where the Comptroller finds that convenience and efficiency will be served, he may permit more than one property manager to be appointed by the agency head.

(b) The property manager shall maintain the required records on all property possessed by the agency and shall be the custodian of all such property.

(c) No person shall entrust State property to any State official or employee or to anyone else to be used for other than State purposes.

(d) When an agency's property is entrusted to some person other than the property manager, the property manager shall require a written receipt for such property executed by the person receiving custody of the property. When the possession of property of one agency is entrusted to another agency on loan, such transfer shall be done only when authorized in writing by the agency head who is lending such property and the written receipt shall be executed by the agency head who is borrowing such property. The property manager is relieved of the responsibility for property which is the subject of such a receipt.

(e) Each agency shall make a complete physical inventory of all property in its possession once a year. The inventory shall be taken on the date prescribed for the agency by the Comptroller.

(f) The agency head shall forward a signed statement describing the method by which the inventory was verified, along with a copy of such inventory within forty-five (45) days after the inventory date for the agency.

(g) The Comptroller shall supervise the property accounting records of each agency so that the records accurately reflect the property currently possessed by the agency. The Comptroller shall prescribe the methods whereby items of property are deleted from the property records of the agency. Property that is deleted because it has become surplus and has been disposed of under the laws relating thereto administered by the Board of Control shall be deleted only upon authorization of the Board of Control. Property that is deleted from the agency's records for other reasons, including obsolescence, shall be deleted only upon authorization of the State Auditor.

### Transfer of Property to Incoming Agency Head

Sec. 6. When there is a change in agency heads or property managers, the incoming agency head or property manager shall execute a receipt for all agency property accounted for to the outgoing agency head or property manager. A copy of such receipt shall be delivered to the Comptroller, to the State Auditor and to the outgoing agency head or property manager. No further warrants in favor of the outgoing agency head or property manager shall be drawn or paid until the State Auditor has certified that the agency property has been properly accounted for. The State Auditor may make this certification without requiring that a physical inventory be taken.

### Pecuniary Liability

Sec. 7. Where agency property disappears, whether through theft or other cause, as a result of the failure of the agency head, property manager or agency employee

entrusted with the property in writing to exercise reasonable care for its safekeeping, such person shall be pecuniarily liable to the State for the loss thus sustained by the State. Where agency property deteriorates as a result of the failure of the agency head, property manager or agency employee entrusted with the property in writing to exercise reasonable care to maintain and service the property, such person shall be pecuniarily liable to the State for the loss thus sustained by the State. Where agency property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any State official or employee, such person shall be pecuniarily liable to the State for the loss thus sustained by the State. The liability prescribed by this Section may be found to attach to more than one person in a particular instance; in such cases, the liability shall be joint and several.

### Reports—Investigation

Sec. 8. When any State property has been lost, destroyed or damaged through the negligence or fault of any State official or employee, the agency head responsible for such property under the provisions of this Act shall immediately report such loss, destruction, or damage to the State Auditor. Upon learning in any manner of such property loss, destruction, or damage, the State Auditor shall investigate the matter. If the investigation discloses that an injury has been sustained by the State through the fault of a State official or employee, the State Auditor shall make written demand upon such State official or employee for reimbursement to the State for the loss so sustained.

### Enforcement of State's Claim

Sec. 9. In case the demand made by the State Auditor, in accordance with this Act, for reimbursement for property loss, destruction, or damage is refused or disregarded by the State official or employee upon whom such demand is made, the State Auditor shall report the facts to the Attorney General. If, after an investigation of the facts, the Attorney General finds that legal liability may be adjudged against the State official or employee, he shall take such legal action to recover the monetary loss of the State property occasioned by the loss, damage or destruction as in his opinion may be deemed necessary. Venue for all such suits instituted against a State official or employee shall lie in the Courts of appropriate jurisdiction of Travis County.

### Sanctions

Sec. 10. When any agency fails to keep the records required under the provisions of this Act or fails to take the annual physical inventory, the Comptroller may refuse to draw any warrants on behalf of such agency.

### Information Copy to State Employees

Sec. 11. Each agency head shall distribute a copy of this Act to each official and employee of his agency and shall give a copy to each new employee of the agency.

### Emergency Clause

Sec. 12. The facts set out in Section 1 of this Act create an emergency and a case of imperative public necessity; therefore, the Constitutional Rule requiring bills to be read on three several days in each House is suspended and this Act shall take effect from and after its passage, and it is so enacted.

Passed the House, May 2, 1951: Yeas 122, Nays 0;  
passed the Senate, May 10, 1951: Yeas 31, Nays 0.

Approved June 2, 1951.

Effective June 2, 1951.