

New Payroll Plan To Reduce Costs, Boost Efficiency

Texas A&M is developing its payroll operations, resulting in reduced costs and a more streamlined overall alignment.

The first stage of the merger of payrolls was completed this summer after a year of planning and work.

Kelley Broach, former manager of payrolls for the Texas Agricultural Experiment Station, has been named payroll services manager. His section leaders are Bill Jaska, former payroll supervisor for A&M, and James B. Fickey, former tabulation equipment operator for the Data Processing Center.

Edward B. Anderson, senior programmer for the Data Processing Center, also helped set up the new system.

Payroll offices of Texas A&M and the Texas Agricultural Experiment Station began merging in May, 1964, and the merger of the Agricultural Extension Service is being studied.

The Central Payroll Office is now located in the basement of

the A&M System Building. Personnel regularly assigned to payroll operations has been reduced from ten to eight.

All weekly payrolls for A&M and TAES have been replaced with bi-weekly and monthly payrolls, producing these results. Elimination of 52 payrolls annually, elimination of 3,500 vouchers annually, elimination of 2,000 accounting entries annually, reduction of machine set-up and operating time at the Data Processing Center, and simplification of departmental record keeping.

Payroll reports have been consolidated for A&M and TAES for teacher retirement, employee retirement, social security, federal tax, insurance and tax sheltered annuities. This consolidation has reduced by more than 150 the number of annual reports required.

In foggy London, one of every 10 planes is grounded during the winter.



STREAMLINING THE PAYROLL

Edward B. Anderson, seated, senior programmer at Texas A&M's Data Processing Center, shows James B. Fickey, a payroll section leader, and Kelley Broach, payroll services manager, how the IBM 7094 operates. The trio and section leader Bill Jaska worked out a central payroll office for A&M, resulting in reduced costs.

BA Grad School Hits Peak Of 70 Advanced Students

The limit of graduate students this semester in the School of Business Administration has been reached, Dr. John E. Pearson announced. He said no more students will be accepted unless vacancies develop.

The quota of 70 graduate students was announced early this year. Students seek the Master of Business Administration degree.

Texas A&M thus became possibly the first university in Texas to establish a limit upon graduate enrollment in business. The quota was described as necessary "to assure a quality graduate program with the resources available." Hopes are to increase the quota in the future, Pearson said.

Among the 70 students are 26 who already started studies. The 44 new students were chosen from more than 115 applicants with additional applications still arriving. In the School of Business there also are some 20 special students preparing to meet requirements.

The 70 students accepted are "predominantly" Texan, Dr. R. M. Stevenson, graduate advisor, said.

"And about a third of the students are honor graduates," he pointed out.

The realigned Master of Business Administration program provides for study in four professional fields. These are organization and administration, statistics, computer science and accounting.

About 40 percent of the graduate students plan to concentrate in the computer science field. An equal number chose organization and administration. The others will study either accounting or statistics as their professional field.

3 Retiring Profs Awarded Emeritus Rank For Service

Three retiring faculty members have been awarded Professor Emeritus ranking.

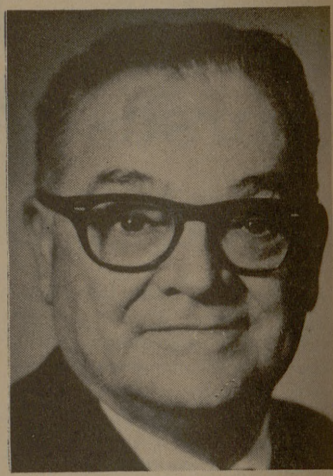
They are Dr. J. D. Lindsay, head of the Department of Chemical Engineering; C. W. Crawford, professor of mechanical engineering, and Fred Hale, Department of Animal Science.

Lindsay has been a professor at A&M for 26 years and head of the Department of Chemical Engineering since 1944. He was recently given an automobile by 1,200 of his former students. A scholarship has also been endowed in his name.

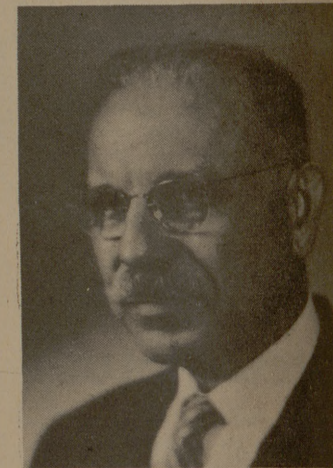
Crawford has been a member of the A&M faculty for 47 years and has served as head of the Department of Mechanical Engineering and associate dean of engineering. He was honored earlier this year at a surprise dinner during which he received a plaque for 50 years of service to A&M. A \$35,000 engineering faculty improvement fund was established in his name at that time.

Patterson said that as Professor Emeritus, Hale will continue to serve on the Animal Science Department staff as a consultant and will appear as guest lecturer in classes. He also has begun work on a manual of basic livestock feeding, which he is co-authoring with Dr. O. M. Holt of the A&M Agricultural Education Department. The workbook is for use by teachers and students of vocational agriculture and will be distributed nationally.

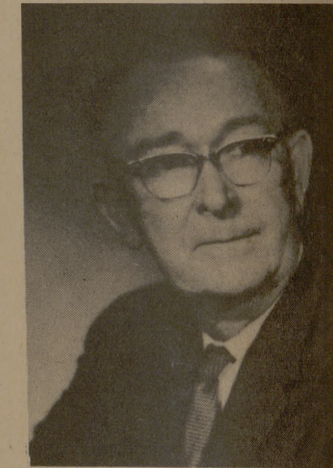
Dr. O. D. Butler, head of the Animal Science Department, said Professor Hale has long been a leading investigator in swine feeding and management. Among his best known contributions are demonstrations showing how lack of Vitamin-A can produce blind pigs, a simplified method of balancing animal rations, and proof that cottonseed meal can be safely used as a swine feed.



FRED HALE



J. D. LINDSAY



C. W. CRAWFORD

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A Small Note to Transfer Students:

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If at any time we at Loupot's Trading Post (N. Gate area, J. E. Loupot, Class of '32) can offer any help, information, or advice to help you get along at A&M, please call on us.

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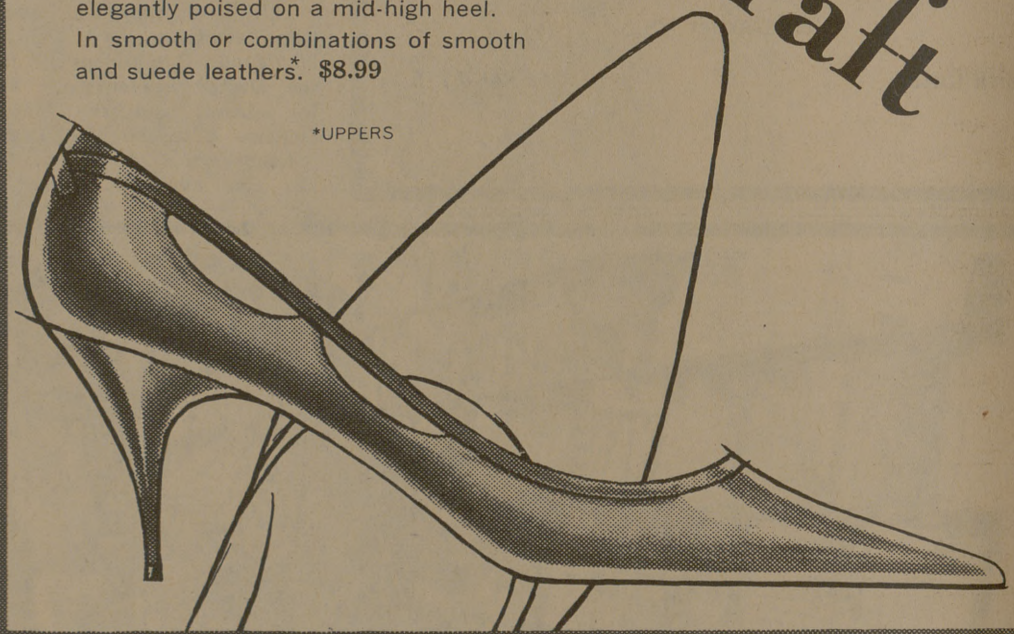
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