

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 180 April 3, 1963

A meeting of the Campus Planning Committee was held at 1:30 p.m. on April 3, 1963, in Room 120 of the Administration Building. Members present were Mr. Nolan E. Barrick and Chairman M. L. Pennington. In addition, Mr. Robert L. Mason, Mr. O. R. Downing and Mr. John G. Taylor were present.

2343. Athletes Kitchen, Dining Room and Study Facilities

The CPC carefully reviewed the action of the Athletic Council under the date of March 29, 1963, as shown in Item No. 4 and the attachment, both of which are attached to and made a part of the Minutes. (Attachment No. 468, page 1361)

The CPC also reviewed the memorandum from the Office of the President to the Campus Planning Committee establishing the project. (Page 1342 of the CPC Minutes.)

Most of the meeting was devoted to the study of the items shown in the Athletic Council Minutes under For and Against. It was agreed that the items shown under For indicate that the Athletic Council saw almost exactly the same advantages to the location of the facility at the southwest corner of the stadium with perhaps one addition. One additional For that could be added is the ideal location of the source of utilities to the proposed project.

The CPC considered the items listed under Against, one by one, and in careful detail, and the thoughts expressed are much as follows:

1. Remoteness From Living Area (this was probably the greatest argument, and relates to several of the other arguments)

The CPC has developed its thinking to the point that a residence hall should not be a controlling factor for the site of the proposed facilities. It is felt that it would be an error to tie the proposed facilities to any particular dormitory. At first, the distance that would be traveled in going to the proposed site concerned the CPC. However, after consideration, it was felt that it would be no particular disadvantage as breakfast, if the present system is followed, would be eaten in the dormitory where the athletes lived. Lunch would be the first time that the athletes would need to go to the proposed facilities. At that time, some could be closer to the stadium than to their residence hall, particularly if it were the new men's hall. The facility would be very easy to get to, either by walking or driving. It would be ideal for the evening meal, especially for the team of the sport in season. Many other students do walk as far to their classes and meals at the present time.

2. No Possible Future Expansion

Item No. 6 under the For column indicates that a possible matching unit for the future would be feasible and may contradict Item No. 2 under Against. It would be quite easy to have a matching structure on the opposite end. The CPC saw no reason why there would ever be a need to expand the facilities in the view of the Board's instruction. The Board's charge to the CPC, through the President, was to consider only the facility with nothing in the instructions to indicate that the facility is to be expanded or that there would be other related facilities in the future. In fact, the charge is quite specific to the contrary.

2343. Athletes Kitchen, Dining Room and Study Facilities3. Expense (Upper Level)

The facility at the upper level would be more expensive than it would be on the ground level. However, the related facilities available in the existing structure and the convenience of the location of the utility sources would, it is felt, more than offset the cost of the second level. It would cost more to locate the facility to the east of the stadium at ground level with the resulting utility extensions than it would be to construct it at the second level of the proposed site. If the facilities were constructed elsewhere, the film room, lounge and other facilities would be duplicated, thereby adding to the expense, and also the cost of supplying utilities to two facilities and the maintenance involved would also increase the expense. All in all, it is felt that the upper level would be the more economical procedure.

4. Game Day Confusion

It was agreed that the game day confusion could be a real problem and it would be one that would be somewhat difficult to control. As it is now, the football team is generally taken off campus the night before games and it is not known if breakfast and lunch are eaten off campus or not. It would be possible to have lunch at the Union or elsewhere in order not to have the athletes distracted at the last meal before the game, if the confusion could not be controlled.

5. Proximity to Athletic Department

It was felt that the proximity to the Athletic Department would be an advantage rather than a disadvantage for a number of reasons as mentioned above. Generally there are only five or six home football games per year so the times of exposure to game confusion are relatively limited. The confusion probably would not be so great for other sports.

6. Free Loaders for Meals

If the facilities were located in the proposed site, it would be necessary for the Athletic Department to work out a policy to control the situation. Would the problem be different at any location?

7. Unbalanced Appearance to Stadium Area

The existing structure is long and drawn out and from an architectural standpoint, the unbalanced appearance would not be undesirable or of great consequence. It would be possible to balance out the other end if the space were needed in the future.

8. Congestion in Front of the Athletic Building
(Parking and Traffic)

It is presumed that the parking and traffic caused by the athletes would interfere with the last minute customers for tickets. It would seem that the traffic and parking problem could be controlled by requiring the athletes to park to the east or west of the stadium on the days of games and not on Sixth Street.

2343. Athletes Kitchen, Dining Room and Study Facilities9. Upstairs Deliveries

While it is a bit more difficult for deliveries to be made up a flight of stairs than at ground level, deliveries are made in many places over the campus at upper and lower levels. In all the dormitories, the deliveries are taken to the basement and must be brought back up for use. Deliveries in many of the academic buildings must be taken upstairs and in a number of instances for more than one flight. There is a dumb-waiter contemplated in the proposed facilities and it could be used to lift groceries and other items to the upper level.

10. Business Office and Food Service Mixed

The Business Office is at the far end and the proposed facilities are at the west end. It would look as if the problem would be minor if the traffic and parking are controlled in such a manner as not to interfere with the ticket buyers. There is a snack bar in the lounge area now.

11. Utility Expense Due to Type of Structure

The utility expense would be a bit more than it would be if the structure were on the ground level, providing the utility sources were as conveniently located. However, in view of the existing sources of utilities for the proposed site, the total cost for the installation of utilities would probably be as little or less than that of any other project on campus and would be less than almost any other site which could be found. In addition, the shorter the lines are to the source of use, the less the maintenance cost of such lines. It is felt that from a utility cost standpoint, the proposed project would be in a very advantageous location.

12. Difficulty of Getting to and From Eating and Living Quarters

The distance involved from the Sneed, Bledsoe and Gordon area is approximately two blocks and it is felt that the site would be easily accessible by either foot or by car.

The CPC feels that the Athletic Council has worked diligently and with an open mind and the CPC members wish that it were possible to concur with the thoughts and recommendations of the Athletic Council. However, it is felt that a site in the vicinity of the new men's dormitory would not only have far more disadvantages than the one proposed at the south end of the stadium, but there is no place on the site of the new men's halls to place a non-related structure. A facility on the grounds of the new dormitory would tend to clutter up the site and create a great many problems for the Athletic Department. For one thing, it would be associated with one particular dormitory in all probability; for another, it would open up many questions, one of which would be the cost.

After a long and careful study, the CPC agreed to recommend to the Building Committee of the Board that the proposed site at the south end of the stadium, in keeping with the preliminary drawings of the architects, be selected for the athletes kitchen, dining room and study facilities for the reasons and thinking set out above.

2344. BookstoreA. Architects

The CPC agreed to recommend the following list of architects:

1. Maeker, Jordan & Associates
2. DeWitt & Spencer
3. Brasher & Goyette

Maeker, Jordan & Associates is the preferred firm as Mr. Maeker is one of the architects which did the architectural work on the last two phases of the Bookstore expansion and was most actively connected with the work. He was the coordinator with the College and did a very good job. It is recommended that the fee be set at 5%.

DeWitt & Spencer are recommended as second choice as Mr. DeWitt was the other architect with Mr. Maeker on the two original phases. The firm has just completed the work on the Journalism Building and now has the kitchen, dining room and study facilities for athletes. Brasher & Goyette are the third recommendation. The firm has done work on the two gymnasiums.

B. Addition

As approved in the past, it is contemplated that the addition to the Bookstore is to be ready for the opening of school in September, 1964. Additional funds will be available at the end of this year and at the end of the 1963-64 fiscal year. The CPC has felt that, if possible, it would be well to construct sufficient space to handle an enrollment of 20,000.

After consideration, it was agreed to recommend that the addition be determined by the funds available to the Bookstore through August 31, 1964.

C. Site

It was agreed that the feasible site is to the north of the present facilities. To do so, it will be necessary to move the Nursery School and part of the recommendation is that the Nursery School be moved to a site acceptable to Dean Tinsley behind the Home Economics Building.

2345. Dormitory and Dining Facilities (Project CH-Tex-150(D), Units B and C)A. Interior Decorator

It was agreed to postpone the selection of an interior decorator for Units B and C until the June, 1963 meeting.

B. Concrete Testing

Bids are to be opened at 2 p.m. on April 4, 1963, in the Office of the Supervising Architect in keeping with the instructions of the Board of Directors at the last meeting.

C. Food Service Equipment

It was agreed to recommend that the CPC be authorized to proceed with the plans and specifications, the taking of bids and the recommendation for a contract award for fixed and movable food service equipment for Units B and C at the June meeting.

The plans for the kitchen equipment will be the same as those for Unit A, which the Board has seen and approved.

2345. Dormitory and Dining Facilities (Project CH-Tex-150(D), Units B and C)D. Utilities

It was agreed to recommend that the CPC be allowed to develop the plans and specifications for the utilities to Units B and C, in keeping with the plans and specifications approved by the Board of Directors for Unit A. Also, it is recommended that advertisements be run for bids and that a contract award be made at the June meeting of the Board of Directors, if at all possible.

2346. Housing (Other)A. Thompson, Gaston, Bledsoe and Carpenter Acoustics

At the last meeting, the Board of Directors agreed that the CPC should "plug the acoustical holes" in Thompson, Gaston, Bledsoe and Carpenter Halls during the coming summer.

It was agreed that Mr. Barrick will draw the plans and specifications and get bids in order that the work may be done.

B. Consultant

In keeping with past approval, Mrs. Bates has arranged for Mr. Arthur W. Dana to visit the campus April 30 through May 3, 1963.

C. Bledsoe and Gordon Halls Renovation

A check has been made, and Bledsoe and Gordon Halls are most in need of major renovations.

It was agreed to recommend that Mr. Barrick's staff prepare the plans and specifications for repainting both halls during the coming summer, that bids be taken and that the Building Committee be authorized to approve the contract award about May 7, 1963, in order that the successful contractor may have time to make the necessary preparations to begin work as soon as the spring term ends.

2347. Killgore Beef Cattle Center (\$500,000)A. Plant

Bids were opened at 2 p.m. on April 2, 1963, in the First State Bank of Amarillo in the presence of approximately 30 interested persons. A copy of the bid tabulation is attached to and made a part of the Minutes. (Attachment No. 469, page 1362)

The total budget for the plant was set at \$402,800. If none of the alternates are taken, the project would be a bit over \$8,000 above the budget. In order to come within the budgeted amount, the CPC felt that an alternate must be taken. Alternate No. 3 is to omit the exercise pens and, if taken, would bring the project within the budget. As Mr. J. P. Smith can construct the exercise pens with his staff, it was agreed that Alternate No. 3 should be accepted, and the other two alternates rejected. By taking Alternate No. 3, Walter E. Wirtz would be the low bidder at a net contract of \$378,839. Adding the architects fees in the amount of \$22,730.34 to the net contract, the total contract cost would be \$401,569.34. It is noted that if any alternate is taken, Walter E. Wirtz becomes the low bidder, although the Doyle Construction Company submitted the low base bid.

The CPC voted to recommend that a contract award be made to Walter E. Wirtz of Amarillo, in the amount of \$378,839 which would be determined by deducting the sum of \$12,000 for Alternate No. 3 from his base bid of \$390,839.

2347. Killgore Beef Cattle Center (\$500,000)B. Feed Mill

The bids on the feed mill were opened immediately following the opening of those for the plant, and a copy of the bid tabulation is attached to and made a part of the Minutes. (Attachment No. 470, page 1363)

The CPC felt that the bids received are beyond the funds available and inconclusive for the feed mill.

It was agreed to recommend that the bids be rejected and that the plans and specifications and bidding procedures be restudied in an attempt to come within the budget, and that a recommendation for a contract award be submitted to the Board of Directors at the June meeting.

2348. Library (J. M. Odom Construction Company (\$2,146,379)

At the meeting of the Board of Directors on February 9, 1963, the Board of Directors requested the CPC to get the costs of the uncompleted sections. It was agreed to repeat the information which shows as Item No. 2318 on page 1341 of the CPC Minutes.

At the time bids were taken for the building, an alternate was included for the completion of the south basement and another for the third floor. The low bid for the south basement on June 17, 1960, was \$59,230. The low bid for the completion of the third floor was \$82,458.72. The CPC was of the opinion that an additional 10 per cent would comprise a fair estimate of the cost if done today.

2349. Other ItemsInspect Building Projects

Some time back, it was agreed to request the Board of Directors to inspect the five building projects now under construction, and it is hoped that at least the Building Committee and as many other members of the Board of Directors as possible will participate in a tour of the facilities on Friday afternoon.

M. L. Pennington
Chairman

The meeting adjourned at 3:50 p.m.

Campus Planning Committee
April 3, 1963
Attachment No. 468
Item No. 2343

MEETING NUMBER 7, 1962-63
MINUTES - ATHLETIC COUNCIL
TEXAS TECHNOLOGICAL COLLEGE
DATE: MARCH 29, 1963

PRESENT WERE: Davis, Leach, Lockhart, Powers, Taylor, Woods,
Abraham, Dowell and Robison

Item No. 1: Approval of Swimming Lettermen

Coach Robison presented a list of Varsity and Freshman swimmers who had been recommended by Coach McNally for Lettermen awards. The list was approved. (attached)

Item No. 2: Radio Broadcast for Basketball 1963-64

Coach Robison submitted a proposal from radio station KFYO for radio broadcast rights for the basketball season 1963-64. The Council approved this proposal, with a provision protecting the department in case of any television broadcasts.

Item No. 3: Financial Report

Coach Robison submitted a financial report (attached) which was reviewed by the Council.

Item No. 4: Site for Athletic Dining Facilities

The council undertook a thorough discussion of the proposed site for the athletic dining facilities. The Council had been requested to study a site at the stadium location as explained by Mr. Barrick at a previous meeting. Each member discussed the pros and cons of the stadium area as a location and a final summary was drawn up. The Council voted unanimously against the stadium area as a site for this facility and instructed the Chairman to request the Campus Planning Committee to explore with the Council other possible sites, and especially a location near the new dormitory area.

Summary of the arguments for and against the stadium area location is attached.

Sincerely yours,

/s/ J. William Davis

J. William Davis, Chairman
Athletic Council

JEW/cm(b)

STADIUM AREA SITE FOR ATHLETIC DINING HALL

<u>For</u>	<u>Against</u>
1. Proximity to Athletic Department	1. Remoteness from living area (this was probably the greatest argument, and relates to several of the other arguments.)
2. Supervision by coaches	2. No possible future expansion
3. Attractiveness	3. Expense (upper level)
4. Parking space available	4. Game day confusion
5. Availability of film room for study hall purposes	5. Proximity to Athletic Department
6. Possible matching unit for future	6. Free loaders for meals
7. Does not tie to any one dormitory area	7. Unbalanced appearance to stadium area
	8. Congestion in front of Athletic Building (parking and traffic)
	9. Upstairs deliveries
	10. Business office and food service mixed
	11. Utility expense due to type of structure
	12. Difficulty of getting to and from eating and living quarters

KILLGORE BEEF CATTLE CENTER
 Bid Tabulation

Name	Base Bid	Alternates					Days	Total
		#1	#2	#3	#4			
Tom Badrow, General Contracting	\$399,286	-19,120	-25,713	-8,540	-780	185		
Doyle Construction Company	387,547	-15,400	-21,500	-8,400	-800			
J. C. Page Construction Company	400,551	-25,525	-33,224	-9,788	-790			
Ramey Construction Company, Inc.	402,776	-24,137	-31,537	-9,650	-790			
Floyd W. Richards, Contractor	421,000	-20,600	-25,400	-7,800	-800			
Walter E. Wirtz	390,839	-20,164	-28,823	-12,000	-954			
NOTES:		Omit 10 Pens	Omit 10 pens & all exercise pens	Omit exercise pens	Omit parking area lights			

Campus Planning Committee
 April 3, 1963
 Attachment No. 470
 Item No. 2347B

FEED PROCESSING PLANT

Name	Base Bid A	Base Bid B	Base Bid C	No. of Days
J. B. Sedberry, Inc.	No Bid	No Bid	No Bid	
C. F. Butz Engineering	No Bid	No Bid	\$ 16,098	90
Stewart Engineering and Equipment	No Bid	No Bid	15,103	120
*Brown McKee, Inc.	\$117,300	\$15,700	No Bid	-
Stout Steel Builders	No Bid	14,200	No Bid	90

*Deduct \$1,000 if awarded both Base Bid A and Base Bid B.

Base Bid A - Feed processing plant foundation, equipment, bins and utilities

Base Bid B - Steel building structure and rail cover

Base Bid C - Feed delivery rail system

AGENDA FOR THE JOINT MEETING
OF THE CAMPUS AND BUILDING COMMITTEE AND CAMPUS PLANNING COMMITTEE
TO BE HELD AT 4 P.M. IN THE OFFICE OF THE PRESIDENT
APRIL 5, 1963

Report only
Study it
new it 2350. Athletes Kitchen, Dining Room and Study Facilities

Report

Consider the recommendation of the CPC that the facility be installed at the second floor level to the west but adjoining the athletic facilities in the south end of the stadium.

*Investigated the CPC to study the feasibility of constructing a
second story centered over existing facility. Perhaps narrower & longer.
and expand on fine. Check timing.*

2351. Bookstore

A. Architects

OK *To see if can work with*

B. Size

*Final
several
units of
now (land)
house not to
be used to
city to point D
in an acre
enough not to
foot.*

Consider the recommendation of the CPC that the facilities be expanded to accommodate an enrollment of 20,000 students if possible by using the funds available and estimated between now and August 31, 1964.

C. Site

Consider the recommendation of the CPC to use the site north of the Bookstore with the Nursery School to be moved to a site acceptable to Dean Tinsley behind the Home Economics Building.

OK 2352. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))

*Ground
breaking* 7

A. Concrete Testing, Units B and C

OK 1. Consider the CPC recommendation to award the contract for the concrete testing on the new men's dormitory, Unit C, to Dyess Testing, the low bidder.

*With inspection
as feasible.
new & facilities
use old or OK
and with
flag, Conn.* 2. Consider the CPC recommendation to delay the award of the contracts for the testing on the second new women's hall, Unit B, until information can be secured on the inspector listed by Texas Testing Laboratories, and an inspection can be made of the new laboratory facilities and the methods of curing cylinders.

2352. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))B. Food Service Equipment, Units B and C

OK Consider the CPC recommendation that the CPC be authorized to proceed with plans and specifications, the taking of bids and the recommendation for contract awards for fixed and movable food service equipment for Units B and C at the June meeting. Plans for the kitchen equipment will be the same as those for Unit A, which the Board has approved.

*OK*C. Utilities, Units B and C

OK Consider the recommendation of the CPC to develop plans and specifications for the utilities to Units B and C in keeping with plans and specifications approved by the Board of Directors for Unit A, to advertise for bids and to recommend a contract award at the June meeting of the Board of Directors.

*OK*2353. Housing (Other)A. Thompson, Gaston, Wells and Carpenter Halls

OK In keeping with the action of the Board at the last meeting, consider the recommendation of the CPC to "plug the acoustical holes" in the four dormitories, that plans and specifications are to be prepared by Mr. Barrick, bids to be taken and the contract award to be approved by the Building Committee between meetings.

*OK*B. Bledsoe and Gordon Halls

OK *no work by weeks and months now* Consider the recommendation of the CPC that Mr. Barrick prepare the plans and specifications to repaint the two halls, bids to be taken and a contract award to be recommended to the Building Committee about May 7, 1963, in order that the successful contractor may have time to make preparations to begin painting immediately after the end of the spring term.

*OK*2354. Killgore Beef Cattle Center (\$500,000)A. Plant

OK Consider the recommendation of the CPC to award a construction contract in the net amount of \$378,839 to Walter E. Wirtz of Amarillo, the low bidder. The amount was determined by accepting Alternate No. 3 for the elimination of exercise pens, in the amount of \$12,000, from the base bid of \$390,839. (Architects fees will amount to \$22,730.34, to make the total cost of the project \$401,569.34. The budgeted amount was \$402,800.)

OK

2354. Killgore Beef Cattle Center (\$500,000)B. Feed Mill

OK

OK

Consider the recommendation of the CPC to reject the bids and study means to come within the money available and present a contract award recommendation to the Board in June.

2355. Library (J. M. Odom Construction Company, \$2,146,379)

Information

At the last meeting, the Board of Directors asked the CPC to get the cost of the uncompleted sections. The information as shown in Item No. 2318, page 1341 of the Minutes, is as follows:

"At the time bids were taken for the building, an alternate was included for the completion of the south basement and another for the third floor. The low bid for the south basement on June 17, 1960, was \$59,234. The low bid for the completion of the third floor was \$82,458.72. The CPC was of the opinion that an additional 10 per cent would comprise a fair estimate of the cost if done today."

The architect has completed the plans and specifications for both additions and has been paid his fee for the design. The only remaining architectural expense would be for supervision of the construction.

2356. Inspection of the Buildings Under Construction

With approval of the Chairman of the Building Committee, the Committee is invited to inspect the five building projects under construction at an estimated cost of \$10,666,000. It will take about one hour or one and one-half hours if possible. Cars will be waiting at 5 p.m., and it is planned to look at the new men's hall, then the second new women's hall and the Psychology and Speech facilities and then visit the first new women's hall to see lounge and dining areas and some of the completed and cleaned rooms.

~~Can get into A, cleaned up, built
Boardwalk, elevators operating,
Can see lot of action, can see speech & psy.
from A,~~

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 181 April 6, 1963

A joint meeting of the Campus Planning Committee and the Campus and Building Committee was held at 4 p.m. on April 6, 1963, in the Office of the President.

Members of the Campus and Building Committee present were Mr. Harold Hinn, Chairman, Mr. Wilmer Smith and Mr. R. Wright Armstrong. Other members of the Board of Directors present were Mr. Manuel DeBusk, Mr. J. Edd McLaughlin, Mr. Charles D. Mathews and Mr. Alvin R. Allison.

Members of the Campus Planning Committee present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick and Chairman M. L. Pennington. In addition, others present were Dr. R. C. Goodwin, Dr. W. M. Pearce, Mr. W. H. Butterfield, Mr. R. L. Mason, Mr. O. R. Downing, Mr. John G. Taylor and Mr. R. B. Price.

2350. Athletes Kitchen, Dining Room and Study Facilities

The Building Committee instructed the Campus Planning Committee to study the possibility of centering the proposed facility over the existing facilities in the south end of the stadium, with the thought that the new facilities could be narrower and longer. The CPC is to report its findings in June. (The CPC was asked to check the timing to see if it would be possible to work the facility in with the study of the central kitchen for Bledsoe, Gordon, West and Sneed Halls.)

(The item was made as a report only to the Board of Directors, with the understanding that the study will be continued.)

2351. Bookstore

A. Architects

Approved the firm of Maeker, Jordan and Associates at a fee of five per cent (5%) to do the work.

B. Size

With the stipulation that there be plenty of room, the Building Committee authorized the use of funds available and estimated between now and August 31, 1964.

C. Site

Approved the site north of the Bookstore, with the Nursery School to be moved to a site acceptable to Dean Tinsley behind the Home Economics Building.

(The Board of Directors approved the items, with the understanding that the CPC will be sure to provide additional space for expansion at the site for the future.)

2352. Dormitory and Dining Facilities (Project No. CH-Tex-150(D), Units B and C)

A. Concrete Testing

1. Accepted the low bid of Dyess Testing to perform the concrete testing on Unit C.
2. Approved the recommendation of the CPC to delay the award of the contract for the testing on the second new women's hall, Unit B, until information can be secured on the inspector

2352. Dormitory and Dining Facilities (Project No. CH-Tex-150(D), Units B and C) (Continued)A. Concrete Testing

2. listed by Texas Testing Laboratories, the low bidder, and an inspection can be made of the new laboratory facilities and the methods of curing cylinders. The inspection is to be made as soon as feasible, and if the man and facilities check out, a recommendation is to be made to the Building Committee for an award.

(The Board of Directors approved.)

B. Food Service

Approved the recommendation of the CPC to proceed with plans and specifications, the taking of bids and the recommendation for contract awards for fixed and movable food service equipment for Units B and C at the June meeting.

(The Board of Directors approved.)

C. Utilities

Authorized the CPC to develop plans and specifications for the utilities to Units B and C, in keeping with plans and specifications approved by the Board of Directors for Unit A, to advertise for bids and to recommend a contract award at the June meeting of the Board of Directors.

(The Board of Directors approved.)

2353. Housing (Other)A. Thompson, Gaston, Wells and Carpenter Halls

Authorized the CPC to proceed with the plans and specifications to "plug the acoustical holes" in the four dormitories, to take bids and authorized the contract award to be approved by the Building Committee between meetings.

(The Board of Directors approved.)

B. Bledsoe and Gordon Halls

Authorized the development of plans and specifications to repaint the two halls, to take bids and for a contract award to be made by the Building Committee about May 7, 1963.

(The Board of Directors approved.)

2354. Killgore Beef Cattle Center (\$500,000)A. Plant

Approved the award of a construction contract in the net amount of \$378,839 to Walter E. Wirtz of Amarillo, the low bidder, the amount to be determined by accepting Alternate No. 3 for the elimination of exercise pens in the amount of \$12,000 from the base bid of \$390,839. The budgeted amount was \$402,800 and adding architects' fees of \$22,730.34 to the net bid makes the total cost of the project \$401,569.34.

(The Board of Directors approved.)

B. Feed Mill

Approved the rejection of the bids and authorized a study to come within the money available, with a contract award recommendation to be made to the Board in June.

(The Board of Directors approved.)

2355. Library (J. M. Odom Construction Company, \$2,146,379)

The following information was presented to the Building Committee as requested at the last meeting and as shown in Item No. 2318, page 1341, of the CPC Minutes:

"At the time bids were taken for the building, an alternate was included for the completion of the south basement and another for the third floor. The low bid for the south basement on June 17, 1960, was \$59,234. The low bid for the completion of the third floor was \$82,458.72. The CPC was of the opinion that an additional 10 per cent would comprise a fair estimate of the cost if done today."

The architect has completed the plans and specifications for both additions and has been paid his fee for the design. The only remaining architectural expense would be for supervision of the construction.

(No action by the Board of Directors was necessary.)

2356. Other ItemsInspection of the Buildings Under Construction

The members of the Board of Directors present toured the new dormitory for women, Unit A, on the afternoon of April 6, 1963.

M. L. Pennington
Chairman

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 182 April 27, 1963

A meeting of the Campus Planning Committee was held at 8:30 a.m. on April 27, 1963, in Room 120 of the Administration Building. Members present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick and Chairman M. L. Pennington. In addition, Mr. R. L. Mason, Mr. O. R. Downing and Mr. John G. Taylor were present.

2357. Dormitory and Dining Facilities (Project CH-Tex-150(D), Units A and B

Utility Extensions

Mr. Mason presented the proposed plans and specifications for gas, electricity, sewer, water and steam service to the units. The service will be needed by January 1, 1964. After a very thorough discussion of the routes, sizes and capacities, the CPC agreed to present the plans and specifications with the minor revisions, to the HHFA for approval.

It was agreed to open bids on May 28, 1963.

The necessity and location of fireplugs were discussed and the location generally established.

M. L. Pennington
Chairman

The meeting adjourned at 10 a.m.

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 183

May 7, 1963

A meeting of the Campus Planning Committee was held at 8:30 a.m. on May 7, 1963, in Room 120 of the Administration Building. Members present were Mr. E. J. Urbanovsky and Chairman M. L. Pennington. Mr. Bill Felty sat in for Mr. Nolan E. Barrick. In addition, Mr. R. L. Mason, Mr. O. R. Downing and Mr. John G. Taylor were present.

2358. Approval of Minutes

On motion by Mr. Urbanovsky, seconded by Mr. Felty, the Minutes of Meetings Nos. 179, 180, 181 and 182 were approved.

2359. President's Approval of Minutes

The Chairman reported that President Goodwin approved the Minutes of Meeting No. 178 on March 8, 1963, No. 179 on March 22, 1963, No. 180 on April 29, 1963, No. 181 on April 10, 1963, and No. 182 on May 2, 1963.

2360. Antenna Farm

Dr. Spuhler reported as follows:

A. Illinois Project

"The University of Illinois advises that their prime contract with the Navy is now cleared and that the subcontract with Texas Tech should be cleared through their legal office this week. The construction permit has been processed and the station license should be issued in the near future. The subcontract will be dated January 1, 1963.

"The Illinois equipment and antenna structure are complete and operative. A wooden fence enclosing the antenna proper (not including the ground screen) should be constructed to keep the antenna isolated. Suitable warning signs should be posted on this fence. A wooden walkway to cover and protect the coaxial feed cable should be constructed from the house to the fence.

"Field intensity calculations indicate that the peak effective radiated power directly in front of the antenna (at the center pole) will be about 100 kilowatts. Since our operation is pulsed (50 to 500 microseconds), the average power level will be 200 watts or less. This will present no hazard unless a person stays within some 30 feet of the feed point for one hour or more. The real hazard involves touching the radiating elements. This could and probably would cause severe burn."

B. Stanford Project

"The equipment is now in operating condition but awaiting the installation of tape control equipment. The antenna has been mounted on a short pole to permit check out prior to putting it on the 90-foot pole and minimize the use of the crane.

"The recent rain has again shown that some form of hard-surfaced road to the site is needed. The equipment does not require continual observation, but it is on a 24-hour schedule and we must make checks at least once each day."

2360. Antenna Farm (continued)C. Building

Mr. Downing reported that the building is complete and that the total cost is \$2,625.03.

D. Security

It will be necessary to maintain rather strict standards of security, and a study and recommendations will be made.

E. Road

Mr. Urbanovsky reported that he has it laid out.

2361. Athletes Kitchen, Dining Room and Study Facilities

In keeping with a memorandum dated April 23, 1963, from President Goodwin, the study has been dropped. A copy of the memorandum is attached to and made a part of the Minutes. (Attachment No. 471, page 1378)

2362. BookstoreA. Plans and Specifications

Mr. Felty reported that Mr. Maeker has been out of town for the past three weeks but is now ready to begin the study as soon as Mr. Barrick returns to town.

B. Financing

A recalculation of the funds available indicates that there will be \$190,000 available for the Bookstore rather than the \$234,000 as originally indicated.

2363. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))A. Unit A (H. A. Lott, Inc., \$2,764,546) - August 1, 1963Construction Progress

The project is 95 per cent complete and the contractor plans to turn over all facilities to us on August 1, 1963.

The site will be available for streets, walks, parking lots and landscaping on June 1, 1963.

It was agreed that as soon as Mr. Barrick returns, he would get with the project architects to study the finishes in the dormitory. There are some apprehensions in connection with the finishes, and there is always the problem of timing. If the work has to be corrected and there is not time before the building is opened, it always leaves a problem for the owner.

B. Unit B (H. A. Lott, Inc., \$2,788,420.48 - August 1, 1964)Construction Progress

Twenty-five per cent of the project is complete and 50 per cent of the concrete work. The contractor is approximately three weeks ahead of schedule.

C. Unit C (H. A. Lott, Inc., \$3,513,215.13 - August 1, 1964)

The project is 20 per cent complete. The contractor is 30 days ahead of schedule, and the sixth floor of the west wing is now being poured.

2363. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))D. Interior Decorator

As Mr. Barrick was out of town, it was agreed to postpone the selection of an interior decorator until his return. As soon as he does return, a decision will be made.

E. Kitchen and Dining Room Equipment, Units B and C

The bids are to be opened at 2 p.m. on May 31, 1963.

F. Streets, Parking Lots, Roads, Timing, Etc.Unit AStatus of Plans and Specifications

Bids are to be opened on May 31, 1963, and a recommendation made to the Board at the June 3, 1963, meeting.

G. Concrete Testing

As instructed by the Board at the last meeting, an extensive evaluation has been made of the facilities and services of Texas Testing Laboratories, Inc., and Dyess Testing Laboratory with the indication that the better result for Texas Tech would be derived from the services of Dyess on Unit B; the recommendation has been made to the Building Committee but not all the members have been heard from as yet.

Mr. Barrick entered the meeting at 9:40 a.m.
and Mr. Felty left.

2364. Housing (Other) and Food ServiceA. Married Student Housing

Mr. Howell Killgore, contractor, has reported that the first group of tenants will move in next Wednesday (May 15, 1963). Thirty-two apartments are finished. The next thirty-two tenants have been notified that they may move in in approximately three weeks; and from here on out, thirty-two tenants will move in every three weeks until all units are finished.

B. Consultant

Mrs. Shirley S. Bates reported on the four-day visit by Mr. Arthur W. Dana, Dormitory Consultant from New York. He had been invited to the campus to study the feasibility and advisability of a central bake shop, central storage and warehouse and consolidation of the food service for West, Sneed, Bledsoe and Gordon Halls.

Mrs. Bates had prepared for his visit by submitting to him in advance a list of all food products purchased and the over-all consumption.

During his studies, the idea of using the Bledsoe and Gordon Halls kitchen as a bake shop was abandoned as the area would be too concentrated and the facility needs to be near the central storage in order to facilitate the provisions for ingredients and delivery of the products. Also, the idea of baking bread was abandoned, as it can be purchased as economically as it can be baked. However, it was found that all other bakery products could be more economically produced and the quality improved.

2364. Housing (Other) and Food ServiceB. Consultant (continued)

The idea of a central warehouse is very advantageous and would probably handle canned goods, staples and produce. A butcher shop does not seem to be practical.

The central warehouse should contain a unit for processing some foods. For instance, salad greens could be prepared and potatoes peeled in the unit. Such procedure would allow the cooks in the dormitories to do more cooking and spend less time on preparation. The central processing would provide economies and much better control of yields.

Office space should be provided in the facility.

Preliminary studies indicate that the consolidation of food service in West, Sneed, Bledsoe and Gordon Halls would be very advantageous. Various plans were studied, but the most favorable one seems to be to utilize the present kitchen and part of the dining rooms and extend the facilities to the south. The extension could be 25' from the existing walls and could extend as far south as the break in the existing walls. It would still be 70' from the street.

The service entrance would have to be moved to the north, and the existing downstairs space would be used for storage and refrigeration. Some of the present dining room space would have to be used for the installation of equipment. Attempts were made to use the basement space for dishwashing, but it did not seem to be feasible.

The space left in the dining rooms could be used for recreational purposes.

The athletes kitchen, dining room and study facilities were discussed with Mr. Dana and all known solutions considered.

Mrs. Bates explained that Mr. Dana took the consumption figures and menus and other information available and calculated the man hours and square footage needed. He met with the dietitians and cooks and checked on the methods of preparation and use of equipment. He studied very carefully the present operation and applied various procedures derived from his experience. He proceeded very methodically and efficiently. He secured the figures during the day and figured the estimates at night. He evaluated all the equipment needed for the proposed central food facilities and checked equipment available for serviceability.

In addition to working with Mrs. Bates and her staff, Mr. Barrick and M. L. Pennington each met twice with Mr. Dana. All were impressed with his industry, knowledge and interest in being of as much help as possible.

Mr. Dana's preliminary estimates indicate that the central storage, bake shop and processing and the combined food service facilities will provide sufficient economies to pay for the new facilities in a surprisingly short time. He is preparing a complete report which he will send to the College as soon as possible. After the report is received, the CPC will make a specific recommendation.

If the consolidated food services are provided, it will be essential to begin the construction as soon as the spring term ends in 1964 in order that food service will not be interrupted.

The site for the central storage, processing and bake shop need not be adjacent to any of the existing dormitories.

An off-the cuff estimate of the cost of the facilities is \$1,000,000.

2364. Housing (Other) and Food ServiceC. Thompson, Gaston, Weeks and Carpenter HallsPlugging of Acoustical Holes

Mr. Barrick reported that his staff is in the process of pulling together the plans and specifications at this time, and he will get in touch with Mrs. Bates to work out a construction schedule.

D. Bledsoe and Gordon HallsPainting

Bids for the painting of Bledsoe and Gordon Halls were opened at 2 p.m. on May 7, 1963, in Room 103, Architecture-Computer Building, in the presence of 10 interested persons. A copy of the bid tabulation is attached to and made a part of the Minutes. (Attachment No. 472, page 1379)

It is the recommendation of the CPC that the contract be awarded to Smith and Wardroup, Inc., contractors of Lubbock, the low bidders, in the amount of \$19,100, including \$200 for plaster patching. The Chairman is to poll the members of the Building Committee for approval, in keeping with the action of the Board of Directors.

E. Long-Range Dormitory Plan

The consensus has been for some time that the 1966 dormitory projects would be the combination kitchen and dining room for West, Sneed, Bledsoe and Gordon Halls, central storage and bake shop.

It will be necessary to begin very shortly the plan after 1966, and it was agreed that all members would be thinking of the long-range dormitory plan and that a special meeting will be held at a later date.

Future dormitories surely will be located on the west side of Flint Street and the utilities study should be made concurrently with the building program.

2365. Incinerator - Campus-wide

Mr. Downing reported that he is in regular touch with the officials of the City of Lubbock, who are studying various methods of disposal. One method is to employ a private firm to handle the trash and garbage removal, and another method is to separate the metal waste and sell it as scrap and grind the other to make a compost to be sold for agricultural purposes.

2366. Killgore Beef Cattle CenterA. CenterConstruction Progress

Groundbreaking ceremonies were held on May 2, 1963, and the contractor was leveling the site at that time.

B. Feed Mill

Dean Thomas reported as follows:

"Mr. J. P. Smith, Dr. Ulich and I have worked on these plans and are reducing the cost by elimination of certain segments of the feed mill to bring this unit into the amount of money allotted for it. We think we can do this

2366. Killgore Beef Cattle CenterB. Feed Mill (continued)

and still get the job done, but will probably have to eliminate the mixing and handling equipment of roughages. Right now we are working closely with the low bidder, Brown McKee, to come up with a satisfactory proposal.

"We will have a more definite idea on what we are doing within a week."

2367. Library, Old (Turner Construction Company, \$119,296)A. Construction

The College occupied the facilities at the beginning of the spring semester and prior to the completion by the contractor.

After consideration, and with concurrence of the contractor, March 1, 1963, was recommended as the final acceptance date.

B. Equipment

Mr. Taylor reported that the damaged desk has now been replaced, and the equipment installation is now complete.

2368. Naval Training Center

It was agreed that it would be necessary to have a special meeting to study the request from the Navy for land at the site on Fourth Street.

2369. Nursery School

The plans for the moving of the Nursery School will be developed along with those for the Bookstore.

2370. Other ItemsA. Checking Station for State Comptroller

Final site has been selected and the contract with the State Comptroller approved. A check will be made on the status of the construction.

B. Request for Fill from State Highway Department

The State Highway Department has contacted Dean Gerald W. Thomas to see if it is possible to obtain dirt-fill for use along Fourth Street. A copy of Dean Thomas' letter of May 2, 1963, and one dated March 29, 1963, to Dean Thomas from Dr. William E. Schwiesow are attached to and made a part of the Minutes.
(Attachment No. 473, page 1380)

After a rather thorough discussion, it was agreed that more information is needed before making a recommendation. The CPC would like to know what the Highway Department plans to do with the fill and how much fill is needed. The affect of the pits on the research in connection with the playa lake and water recharge research is requested. The pits, if full of water, would create an element of danger, and the CPC would like to know if there are plans to fence the area, and if so, who would pay the cost. Once the pits are constructed, it would be extremely difficult to refill them if the proposed research were discontinued. The CPC would like to know if the planned research is to be considered permanent. Any other information along the lines of the thoughts expressed above is requested.

2371. Parking

The Traffic-Security Commission, at the meeting on April 26, 1963, requested the CPC to consider the following:

1. Paved Area

"The area south of the new Library would be most desirable for a paved parking lot. Maximum use would be made of this area by the students using the Library at night and for off-campus students during the day.

2. North Residence Halls Area

"When West Hall is again a men's hall, the present lot will not accommodate all of the cars from the four halls. At the present time (fall semester), some overflow is parking in the men's gym lot. It is desirable to continue permitting freshmen to park in the hall lots."

"Consideration of enlarging the north portion of the Bledsoe and Gordon lot to accommodate another two rows of cars is advisable. This would take care of the increase and eliminate the necessity of using the men's gym lot."

3. Future Parking Lots

"A study should be made on the feasibility of some underground parking facilities on the campus. This facility is needed in the next five years and could be used sooner. Whether we want to be or not, we are in the parking business."

The following information reflects the evaluation of the CPC on the above items:

1. The over-all appearance of the location will be considerably changed when the construction fences are removed and the street to the east and west is constructed. At that time, the drainage will be greatly improved. There will be some permanent parking space in connection with the Speech and Psychology facilities, as well as the residence halls in the area. The proposed site for paved parking, in all probability, could not be used past January 1, 1968, as it is being reserved for an academic building site. The site would not accommodate very many cars.

It was agreed that Mr. Urbanovsky would prepare some studies and no action would be taken until the studies are available.

2. It is doubtful that West Hall can be spared for women's housing in the next several years, even with the new women's halls under construction. Playing fields are a necessity and are at a premium at Texas Tech. Efforts have been made throughout the years to protect the play fields north of Bledsoe and Gordon Halls. In all probability, the play fields are more vital to the College than parking.

After a good bit of discussion, the CPC voted to recommend to the Traffic-Security Commission that means to eliminate cars be considered before a decision is made to use part of existing play fields.

3. It was agreed that the financing would be the greatest problem. Underground parking has been considered by the CPC over the past years, with the thought that the students could ill-afford such parking, as the cost could be as much as \$30.00 to \$35.00 per car per month. The only means to construct such facilities would be through the issuance of revenue bonds.

2371. Parking (continued)

It would be more economical to build a multistoried parking building, which also has been considered in the past.

It was the recommendation of the CPC that permanent parking be made a part of the long-range plan and in the interim that serious consideration be given to use the parking space available at the stadium and plans to reduce the number of cars.

2372. Physical Plant FacilitiesRoof Drainage System (Lydick Roofing Company of Lubbock, \$1,980)

The project is complete and the recommendation for final acceptance date is March 28, 1963.

The contractor did a very good job, as the warehouse received no water from Sunday's heavy rains.

2373. Psychology and Speech (H. A. Lott, Inc., \$883,000 - January 22, 1964)A. Psychology (\$452,000)1. Construction Progress

Progress continues to be excellent, and the contractor is ahead of schedule. There is one more floor to pour, and the masonry work is starting.

2. Equipment

Mr. Taylor has received a list from Dr. Andreychuk but a delay, pending the estimated amount of funds available after completion of the construction and the street and walks are installed, is advisable before attempting to evaluate the list.

3. NSF Grant

The National Science Foundation has declined the College's request for matching funds for the research portion of the building.

4. Anechoic Chamber

The Psychology Department has a request pending with the National Science Foundation to finance the proposed facility at an estimated cost of \$24,050. It will be over and above the present construction contract.

B. Speech (\$431,000)1. Construction Progress

The contractor is moving with his usual efficiency and is on schedule. The project is about 20 per cent complete.

2. Equipment

The list is complete with the exception of the stage needs. It is necessary to know what is to be charged to the appropriation for stage rigging before the list can be completed.

3. Speech Clinics (\$28,000)

Mr. Butterfield is experiencing very good results in his efforts to raise the amount of funds needed.

2374. Quaker Street Right of Way Request

A request has been received from the City of Lubbock for right of way in connection with Quaker Street, both north and south of Fourth Street.

Mr. Urbanovsky has the request under study at the moment.

It was agreed to request from the City a statement of need, the amount of land requested and the reason for the water line easement request. The CPC would like to know the future plans for both Fourth Street and Indiana across the campus and future requests which may be presented to the College.

The area in the vicinity of Fourth Street is rapidly becoming an outdoor research lab. There is research in the playa lake, underground water recharge, antenna farm, atmospheric optics, the research indicated in Dean Thomas' letter of May 2, 1963, which appears in these Minutes, in addition to the regular agricultural research. The new site for the Museum will be along Fourth Street as well as the Naval Training Station. In a relatively few years, Fourth Street will be the center of a great deal of college-related activities.

It was agreed to hold another CPC meeting when the requested information is available from the City, and it is hoped that it may be done about May 15, 1963.

2375. Signs on Campus

Mr. Urbanovsky has checked with West Texas Advertising for various samples of letters, and sample signs for Horn Hall have been requested. The letters are to be made of aluminum, approximately 1' tall by 1" to 1½" wide. It is expected that the samples will be here within the next 10 days to two weeks.

2376. Student UnionA. Air Conditioning

Connections have been completed, and the old portion is now being cooled from the new equipment. The only item lacking is insulation, the material for which has yet to be delivered. It will be installed as soon as available.

B. East Entrance Driveway to the Union Ballroom

A request from Dean Tinsley and Mr. Longley was studied at length. It was agreed that a driveway would be helpful in some instances, but the advisability of such an installation was questioned. The building was not designed for the use of heavy equipment in the ballroom, and such use should be somewhat exceptional. A driveway to the east would adversely affect the appearance, as there would be trucks and cars loading and unloading, there would be a parking problem and the driveway itself would not add to the appearance. The building was designed for a vista to the east, and landscaping is contemplated in the near future. It is believed that there are easier ways to get heavy equipment into the ballroom, and the possibilities should be studied. Perhaps it would be easier to move equipment from the west, through the short lobby, through the end of the cafeteria and through the folding doors into the ballroom.

2377. Telephone System

Apparently the students, to a large degree, have ceased the three-digit dialing and leaving the phones off the hooks, with the result that the telephone system seems to be much improved. Only a very few complaints are being received, and the usage continues to improve.

2378. Tennis CourtsResurfacing

Mr. Urbanovsky was requested to study the requests from Dr. Kireilis and Mr. Philbrick to the CPC. A copy of the requests is attached to and made a part of the Minutes. (Attachment No. 474, page 1381)

2379. UtilitiesSewage Outflow Line to the North (Panhandle Construction Company - \$50,594.90)

It was agreed to recommend a final acceptance date of April 22, 1963.

It was called to the attention of the group that it will be necessary for the contractor to return to correct the settling in the ditch and the tunnel under Flint Avenue. Both were caused by the heavy rains last Sunday.

2380. Women's GymnasiumAir Conditioning

Mr. Downing reported that it is complete, with the exception of a small amount of wiring on the temperature controls. He thinks that the system will be operative by the end of this week.

M. L. Pennington
Chairman

The meeting adjourned at 11:55 a.m.

Campus Planning Committee
Attachment No. 471
Item No. 2361
May 7, 1963

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the President

April 23, 1963

Mr. M. L. Pennington
Vice President for Business Affairs
Campus

Dear Mr. Pennington:

Based upon the statement of Dr. Davis that the Athletic Council would prefer to retain the present dining facilities rather than have them located at the Stadium, Mr. DeBusk has authorized me, via long distance, to tell you that plans for locating the facilities at the Stadium be dropped. Any expenses incurred relative to architects' fees should be paid.

As you continue your study of a central dining facility for the men's residence halls, the inclusion of facilities for the athletes should be considered.

I regret the time and energy spent on the diversion.

Sincerely,

/s/ R. C. Goodwin

R. C. Goodwin
President

RCG:jk(g)
cc: Dr. J. W. Davis

REPAINTING BLEDSOE HALL AND GORDON HALL
 Summer, 1963

COMPANY	BASE BID	PLASTER ALLOWANCE	ADDENDUM NO. 1	BID SECURITY
M. L. Adams	\$ 25,640.00	\$ 1,200.00	X	X
R. W. Davis	No Bid			
W. R. Dean	No Bid			
John R. Hall	No Bid			
Jones Brothers	26,812.00	1,760.00	X	X
Smith and Wardroup	18,900.00	200.00	X	X
Tatum and Gailey	18,966.00	1,920.00	X	X
Jack C. Thomas and Son	20,534.00	1,200.00	X	X
Wallace Brothers Painting	No Bid			

Campus Planning Committee
Attachment No. 473
Item No. 2370B
May 7, 1963

TEXAS TECHNOLOGICAL COLLEGE
School of Agriculture
Lubbock, Texas

Office of the Dean

May 2, 1963

Mr. M. L. Pennington, Chairman
Campus Planning Committee
Campus

Dear Mr. Pennington:

The State Highway Department, through Mr. H. E. DeShazo, Resident Engineer, has contacted this office regarding the possibility of obtaining dirt-fill for improvement along Fourth Street. This appeared to be a good opportunity for us to obtain free construction of some planned playa lake pits needed for our water research projects.

The attached letter and diagram were prepared by Bill Schwiesow, Agricultural Engineering Department, to meet the objectives of our research. The location of these pits would be in the lake at the corner of Quaker and Fourth Streets.

This construction would aid in collecting data under the following research projects:

1. The Economics of Conserving Water for the Production of Cotton, Grain Sorghum and Associated Crops on the Southern Plains of Texas (Agricultural Economics).
2. Evaluation of Systems Used for Well Recharge into the Ogallala Formation (Agricultural Engineering).
3. Irrigation Well Efficiency and Water Table Studies on the Texas Tech Farms (Agricultural Engineering).
4. Multipurpose Modification of Playa Sinks (Entomology).
5. Feasibility of a Constructed Pit for Ground Water Recharge (Agricultural Engineering).
6. Effect of Side Slope Angle and Infiltration Rates on Silting of Recharge Pit Walls (Civil Engineering).

At this time we are requesting clearance from CPC and then from the Board before proceeding with detailed arrangements. Your consideration of this request will be appreciated.

Sincerely yours,

/s/Gerald W. Thomas

Gerald W. Thomas
Dean of Agriculture

GWT:jab(b)
Attachments (2)
cc: Dr. W. L. Ulich, Head
Agricultural Engineering
Campus

Box 443 Vet Village
Stillwater, Oklahoma
March 29, 1963

Dr. G. W. Thomas, Dean
School of Agriculture
Texas Technological College
Lubbock, Texas

Dear Sir:

Enclosed is a drawing showing the pit location and sizes from which dirt could be borrowed. Levelling of the general pit area of pits 1, 2, 3 and 4 and excavating these four pits should yield about 30,000 cubic yards of fill. Pit number 5 can be varied in width. A 200 foot top width should yield about 20,000 cubic yards of fill if the original surface was level. Additional yardage will be obtained from the levelling of the site to match that in the area of pit number 3. I think it is best that the bottom elevation of all pits be the same.

Additional information on the pits is as follows:

All pits are to have end slopes of 3:1 (3 feet horizontal to 1 foot vertical). Side slopes are to be as follows: No. 1 - 3:1; No. 2 - 1 $\frac{1}{2}$:1; No. 3 - 2:1; No. 4 - 1:1; and No. 5 - 1:1. Depth of all pits is to be 10 feet. The surface area where the pits are constructed is to be levelled. Ground surface in the area of pit No. 3 is to be the controlling elevation. Surface area of pits 1, 2, 3 and 4 is to be 100 x 250 feet. Pit No. 5 is to be 300 feet in the east-west direction. Width may be adjusted to fit needs.

The present levee to the north of the recharge area could be cut down so that it is about three feet above the lake bottom. It would be well to have them build about a three-foot levee to enclose the recharge area if this can be negotiated. This levee would not have to be more than about eight feet wide on top and can have 1:1 side slopes.

I think the larger pit would probably suit Huddleston's needs. Water could be added as needed.

Sincerely yours,

/s/William F. Schwiesow

William F. Schwiesow
Associate Professor

Campus Planning Committee
Item No. 2378
Attachment No. 474
May 7, 1963

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Department of Health, Physical Education
and Recreation for Men

March 19, 1963

Dr. R. C. Goodwin, President
Texas Technological College
Campus

Dear Dr. Goodwin:

Enclosed please find letter addressed to me dated March 13, 1963 requesting that the old asphalt tennis surfaces be resurfaced.

Several years ago the administrative officers decided against building cement courts for it was too costly. A decision was made to resurface the old asphalt courts. It was also understood that the asphalt courts would require a greater amount of maintenance than cement courts.

I have always made requests for cement tennis courts in the biennial budget request, but have never been able to secure any kind of a response on capital improvements.

In view of the above information, I concur with Mr. George Philbrick in that we need to resurface the asphalt tennis courts. It should be noted that these courts are used by service course students, professional students (PE majors), IM participants, Tech students as a recreational activity and interscholastic league.

Your consideration and approval of this request will be appreciated.

Respectfully yours,

/s/ Ramon W. Kireilis

Ramon W. Kireilis, Head
Department of Health,
Physical Education and
Recreation for Men

RWK/pc(g)

cc: Dr. S. M. Kennedy, Dean
School of Arts and Sciences

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Department of Health, Physical Education
and Recreation for Men

March 13, 1963

Dr. R. W. Kireilis, Head
Department of Health, Physical Education
and Recreation for Men
Texas Technological College
Campus

Dear Dr. Kireilis:

As you know, we have been doing some research for the past two years to try to find a good economical way to resurface our asphalt tennis courts.

The Tru-Bounce Company of St. Louis has an all-weather material which provides a smooth, resilient surface which seems to us to be the best material for resurfacing our courts.

We have written the Tru-Bounce Company asking for information concerning the cost of resurfacing our tennis courts and we received the following two plans:

Plan #1:

The Tru-Bounce Company furnishing all labor,
materials and incidentals,

Seven asphalt courts will cost \$7,204.00
Nine asphalt courts will cost \$8,854.00

Plan #2:

Tech furnishing three laborers, a small power roller, a small mortar mixer and sleeping quarters for the superintendent and Tru-Bounce furnishing all materials,

Seven asphalt courts cost \$5,950.00
Nine asphalt courts cost \$7,350.00

The Tru-Bounce Company will guarantee first-class results in either plan.

We would appreciate it if you would look into the possibility of having these courts resurfaced at your earliest convenience because the courts are in bad need of repair.

Very truly yours,

/s/ George Philbrick

George Philbrick

cc: Mr. Polk Robison
Athletic Director

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 184

May 21, 1963

A meeting of the Campus Planning Committee was held at 1:30 p.m. on May 21, 1963, in Room 120 of the Administration Building. Members present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick and Chairman M. L. Pennington. In addition, Mr. Robert L. Mason and Mr. John G. Taylor were present. (Mr. O. R. Downing was attending the National Meeting for Physical Plant Administrators in Detroit, Michigan.)

2381. Antenna FarmA. Fence

Mr. Taylor was requested to check with Dr. Spuhler to see the amount of fence needed to screen the radiating elements, the kind of fence and the estimated cost.

B. Road

Mr. Urbanovsky reported that the Highway Department will install the culvert from Fourth Street to the College property tomorrow and that arrangements have been made to grade the road. It is thought that it would be well to see if the graded road will suffice rather than attempting to surface the road at this time.

C. Illinois Project

The Chairman reported that Dr. Spuhler, Mr. Taylor and he had checked the proposed contract received from the University of Illinois. With a few minor corrections, it looks as if the proposal is in order.

2382. BookstoreA. Plans and Specifications

It was agreed that a conference will be arranged with the architects, Mr. Cole and the CPC during the latter part of this week, if possible.

It was agreed that it would be well, as far as the development of the Bookstore addition is concerned, to assume that the Nursery School will be moved and that it will be handled as a separate item with Dean Tinsley.

B. Financing

It was agreed that it might be possible to borrow some funds from other Auxiliary Enterprises, such as the concessions and perhaps the dormitory, with repayment to be made by the Bookstore in the next few years.

2383. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))A. Interior Decorator

It was agreed to recommend Mrs. Anne B. Hubbard, AID, as Interior Design Consultant, for Projects B and C, at a service fee of five per cent of the invoice cost of the work, not including profit and freight, with other payments, reimbursements and deductions. The Consultant's professional services would consist of the necessary conferences, preparation of preliminary color schemes and floor plans of all fabrics, furniture and accessories necessary to the

2383. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))A. Interior Decorator (continued)

completion of the public rooms (excluding the dining rooms) and supervisors' apartments; assistance in selection of all furniture, fabrics, and accessories and purchases of same through retail outlets; general consultation relative to decoration of other spaces to be designated by the College and the use, restyling, and re-upholstering of existing furniture; the contacting of wholesale sources and making them available to the owner; the supervision of the installation of the work by others; assistance in drafting proposals and contracts and the general administration of the work.

B. Concrete Testing

Mr. Barrick reported that the contract for the services in Unit B is being prepared for Dyess Testing Laboratory, in keeping with the action of the Building Committee.

Mr. Barrick also reported that he is notifying, by letter, all interested parties, meaning those which bid, that the contract for Unit B has been awarded to Dyess Testing Laboratory.

2384. Housing (Other) and Food ServiceA. Thompson, Gaston, Weeks and Carpenter HallPlugging of Acoustical Holes

Mr. Barrick reported that specifications have now been written by Mr. Bill Felty of his office, with the assistance of the Associated Architects & Engineers. Basically, it will be necessary to pack the open spaces between the rooms with fiberglas insulation and it is felt that a more economical means could be found to install the insulation rather than contracting it with an acoustical firm.

It was agreed to request Mr. Downing to study the problem and make a recommendation for the installation.

B. Consultant (Mr. Arthur William Dana)

Copies of Mr. Dana's report were forwarded by Mrs. Bates to Mr. Barrick and the Chairman.

After consideration, it was agreed to make the report a part of the Minutes and a copy is attached. (Attachment No. 475, page 1387)

All have been rather favorably impressed with Mr. Dana's study and a quick perusal of the report indicated that it is an excellent report. It was agreed that all members would study the report thoroughly and that a separate meeting will be held in the near future to make a recommendation.

C. Long-Range Dormitory Plan

A rather lengthy discussion ensued on the better method to follow in attempting to establish a long-range dormitory plan. The thoughts were expressed that it would be necessary to increase the cycles of the class week, increase, perhaps, the number of classes on Saturdays and, perhaps, classes on Saturday afternoons. It will probably be necessary to increase the use of evening classes even more.

It was recommended that a study be prepared, probably by Miss Clewell, on the proper method to lengthen the number of classes during the week and that a report be made to the President.

2384. Housing (Other) and Food ServiceC. Long-Range Dormitory Plan (continued)

The effect of an increased dormitory program on other phases of the College was discussed. The effect on the educational program would be paramount. However, other organizations would be affected, such as the Infirmary and the Union.

It was agreed that it would be well for the College to agree on a dormitory plan and let it be known how many additional facilities the College would construct during a specific period, such as ten years, with the thought that outside capital would supply the rest.

Some questions which need answers are: How many students will the College house in proportion to the enrollment? Will enrollment be limited in any way in the future? How much additional accent is to be placed on research? What affect will it have on the parking problem, etc.?

~~It was agreed that it will be necessary to tie fairly closely a dormitory building program to the educational and general building program, and that it would be difficult to make an intelligent long-range dormitory plan without a comparable one for the educational and general buildings.~~

2385. Killgore Beef Cattle CenterA. Center (Walter E. Wirtz of Amarillo, Contractor - \$379,839.00)

With Mr. J. P. Smith, Manager of the Texas Technological College Research Farm, leaving at the end of July, it was agreed that the CPC should alter the plans for supervision of the construction.

After consideration, it was agreed that it will be necessary to make more trips to the site to check on the project. It was agreed that Mr. Gordon McCutchan, a member of Mr. Barrick's staff, could probably be utilized as he has had good experience in such work.

Mr. Barrick stated that the architect had asked the College to select the brick sample and he requested Mr. J. P. Smith and Mr. Chanslor Weymouth and the architect, Mr. George Short, to make the selection. The CPC approved the action.

Mr. Urbanovsky and Mr. Barrick reported that both have heard many nice things about the contractor and apparently the College is fortunate in having Mr. Walter E. Wirtz as contractor.

B. Feed Mill

Dr. Willie L. Ulich, Head of the Department of Agricultural Engineering, entered the meeting for the discussion and reported that he, Dean Thomas and Mr. Smith had met to see what could be done to reduce the cost. They eliminated some of the facilities for roughage as it won't be fed for some years; also, they eliminated other items in an attempt to reduce the cost.

They prepared sketches and plans and spent one entire afternoon with Brown and McKee, the low bidders for the equipment. Brown and McKee were to list the equipment and prices by May 15, 1963, but the information is now scheduled to be presented tomorrow. The group agreed to cluster the bins to lower the cost by reducing the size of the building, and they agreed to delete some of the hull and hay storage. The storage space in the mill would be reduced in size to that sufficient to handle truckload lots only.

2385. Killgore Beef Cattle CenterB. Feed Mill (continued)

Dr. Ulich also reported that the building people are standing by and are eager to work with the College as soon as the square footage is settled with Brown and McKee. The building people can give us a firm price within twenty-four hours.

Dr. Ulich reported that some of the automation has been removed, such as the automatic feeder. He was of the opinion that figures would be available by the end of this week and they should be within the budget.

It was agreed that competitive bids are possible only on the building and that it would be possible to use a cost per square foot for the building as the equipment will determine the size.

It was agreed to present the plans and specifications for the equipment and building to the Building Committee and, if approved, request the Board of Directors to allow the Building Committee to award the contract between meetings.

The building plans and specifications can be prepared within three or four days after the design of the equipment has been settled.

2386. Naval Training Center

A preliminary discussion was held on the amount of land needed by the Navy and it was agreed to have another meeting to make a final recommendation for the Board.

2387. Other ItemsA. Request for Fill From State Highway Department

Dr. Ulich remained for the discussion of this item and then left the meeting.

Mr. Urbanovsky reported that the Highway Department has suggested that it pay 3¢ per cubic yard for the fill and the pits would be dug as the fill is removed. The Highway Department suggested that the College use the cash to build the necessary fences.

After consideration, it was agreed that there is not enough information to make a decision and that the request be returned for more adequate information and that the request would be considered again when the information is available.

Dr. Ulich left the meeting.

2388. Parking

Mr. Robert L. Mason left the meeting at 4:30 p.m.

Mr. Urbanovsky presented rather extensive studies of the request from the Traffic-Security Commission for a parking lot south of the Library.

The ideas presented were:

1. Leave a building site and install a parking lot to the west for 120 cars at an estimated cost of \$11,000.
2. The same idea, with a different shaped building.
3. The building to the west and the lot to the east.

2388. Parking (continued)

4. Building to the south and the west, with the parking lot to the east and north and a street on the north to feed the parking lots and the Library and help drain the area.
5. Pave the entire area and put in a road to the north, at an estimated cost of \$14,000, with the idea that it would be a reserved parking lot.

After consideration, it was agreed to recommend that the entire lot be paved at an estimated cost of \$14,000 for 300 cars, providing it is specifically understood that the space is a building site and that the use as a parking lot is only temporary. The paving would be only two-ply.

As approval of the President and the Board has yet to be received, it was agreed to take unit prices and present a recommendation to the Board as an alternate to the bids being taken on the dormitory parking lots, walks, drives and street.

Funds realized from parking fees would be used to finance the lot. The parking fees from lot, if reserved, would pay for the paving in three years.

2389. Quaker Street Right of Way Request

The City of Lubbock has requested the College to provide a 45' right of way along Quaker Avenue, south of Fourth Street, and a 90' right of way on Quaker from Fourth Street to Erskine road.

Mr. Urbanovsky reported that he has written the City Manager requesting the complete plans, present and future, of the City, County and State for Fourth Street and the City plans for the extension of Indiana across the campus. The report is to provide complete information for presentation to the Board.

2390. Tennis Courts

Different surfaces, such as laco, Tru-Bounce, etc., were discussed in considerable detail, along with the estimated costs. As such finishes would be damaged by any sort of shoes, other than tennis shoes without heels, it would be necessary to put up additional fencing to provide means to lock the courts when not in use and to have an attendant at all times when the courts are in use.

Different plans and applications, along with the peculiarities of usage, were studied. The Tru-Bounce for instance, would cost about \$7,200 for installation for seven courts and \$8,800 for nine courts and in addition it would be necessary to provide a fence, which would cost about \$4,000 and in addition it would be necessary to employ an attendant.

As the special surfaces would be so expensive for a temporary arrangement, it was agreed to recommend resurfacing the courts with a tar finish similar to that now installed.

M. L. Pennington
Chairman

Campus Planning Committee
May 21, 1963
Attachment No. 475
Item 2384B

REPORT
ON
FOOD SERVICE FACILITIES
*
TEXAS TECHNOLOGICAL COLLEGE
LUBBOCK, TEXAS

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I - INTRODUCTION

This report covers a study of food service facility needs for the consolidation of three residence kitchens and dining halls (West, Sneed, Bledsoe-Gordon) into one and for the centralization of stores, baking and other feasible functions. The study was made at the request of Mrs. Shirley S. Bates, Director of Food Service, and begun on April 30, 1963.

A. PURPOSE AND SCOPE

1. Develop a program on equipment requirements, space needs, design criteria, preliminary equipment cost estimates, potential savings and preferable location, as these relate to consolidation of three food service units into one.
2. Develop a similar program on the feasibility, extent and degree of centralization for stores, baking and other food preparation functions. (Note: the centralization of baking only was part of your consultant's proposal; centralization of stores was added to the program subsequently by the College.)

B. METHOD OF SURVEY

1. A comprehensive questionnaire was submitted several weeks in advance of the study. This related to:
 - a. Production and/or consumption quantities of the three food service units that are to be consolidated.
 - b. Purchase quantities (for 4200 students) of frozen foods, dairy products, canned goods, groceries ranging from about one to four months' needs; produce for four days' needs; paper goods up to one year's needs.
 - c. Labor schedules for each unit, showing name, position, scheduled hours, day off and wages.
 - d. Plans of present food facilities and of the campus.
2. The foregoing data were reviewed with Mrs. Bates and Mrs. Birkman in order to:
 - a. Check validity of quantities.
 - b. Compute cooking equipment and space requirements for the consolidated kitchen.

- c. Project, with assistance of the Department's secretarial and clerical staff, quantities from 4200 to 7200 (1964) and 10,000 residents (1970) as they would relate to central facility requirements.
 - d. Determine program criteria for equipment and layout.
3. Discussions were held also with:
- a. A group of food managers, in order to elicit new ideas for the consolidated kitchen.
 - b. Mr. Nolan E. Barrick, Supervising Architect, in order to determine feasible locations for the consolidated and the central facilities and to learn of any possible limitations or restrictions.
 - c. Mr. Marshall Pennington, Vice President for Business Affairs, to be better guided along the channels in which this study should be pursued.
4. Inspection of Dining Hall Units included:
- a. Listing of reusable equipment in each of the three units to be combined.
 - b. Observation of preparation and serving methods, of number served per minute, of dishwashing methods.

II - PROGRAM FOR CONSOLIDATION OF FOOD SERVICE UNITS

A. MENU PATTERNS

1. Luncheon menu served at noon; dinner menu served at night.
2. Partial selective menu providing:

	Selection Allowed	Choice Provided	Menu Item
BREAKFAST:			
	1	1	Fruit Juice
		1	Fresh or canned fruit
	1	1	Cooked cereal
		3-4	Cold cereals
		one style	Eggs - alternating daily - scrambled, fried, omelet, etc.
	2 biscuits & muffins	1	Sweet roll, hot biscuits, muffin or doughnut
	1 - others		
	Unlimited	1	Toast
	1	1	Meat item, 5-6 x weekly Griddle cakes - occa- sionally; French toast - 1 x in 2 wks.
	Unlimited?		Coffee - Tea - Milk - Hot Chocolate (Individual Packs)
LUNCH:			
		1	Home-made soup, 1 to 2 x weekly
		1-2	Hot luncheon-type entree
	Some seconds	1-9	Hot or cold sandwich or salad plate
	Unlimited	1-0	Potatoes
	Unlimited	1-2	Hot Vegetable
	1	1	Salad
	Unlimited	2-1	Bread - Muffins
			{
			Ice Cream
			{
			Pie
			{
			Cake
			{
			Pudding
			{
			Jello
			{
			Fresh or canned fruit
Must return for more (Use 1 glass)	Little or no hot beverage	2	Coffee - Tea - Milk - Iced Tea or Fruit Punch - Hot Chocolate

Selection Allowed	Choice Provided	Menu Item
DINNER:	1 (2 on Friday)	Hot Entree
2	(1 (2	Potato Vegetable
1	1	Salad
1	1 + Bread	Hot roll, muffin, biscuit
		{ Ice Cream
		{ Pie
1	2	{ Cake
		{ Pudding
		{ Jello
		{ Fresh or canned fruit
Must return for seconds on milk	Little or no coffee or tea	Coffee - Tea - Milk - Iced Tea or Fruit Punch - Hot Chocolate

Condiments: BREAKFAST: Whipped Butter
Jelly (Honey for biscuits)

OTHER MEALS: Whipped Butter
Peanut Butter
Salad Dressings
Catsup, Mustard, Hot Sauce, etc.

B. CENSUS & SERVICE DATA FOR FOOD LAYOUT

Population: Resident Men - 902 Resident Women - 314

		Serving and Seating Data		
		At Breakfast	At Lunch	At Dinner
A-1	Hours of Service: Cafeteria	7-8:30	11:30-1:15	5-6:15
A-2	Days of Operation	7 Days	7 Days	Sunday No.
A-3	Estimated Drop on: Saturday Sunday	30% to 456 62% to 248	20% to 841 26% to 789	25% to 744 ---
A-4	Effective Serving Times:	50% in 30 minutes.....	
A-5	No. to be Served: Employees:	* 760 36	1120 65	1080 38
A-6	Required Speed on Line:	20 per minute.....	
A-7	No. of Serving Lines:			
A-8	Estimated Seat Occupancy Time:	20 minutes.....	
A-9	Seating Requirements:	400 + 25% = 500		
A-10	Seat Turnover:	2.1.....	
A-11	Other Circumstances:			

Ultimate number to be served may be changed to about 280-300 more.

Summer school may utilize dining rooms for NO men and NO women.

Conference groups may utilize for NO.

Banquet seating at one time desired for NO.

Other waiter service for NO.

Dining area used for other purposes Occasional Dances.

* Includes 182 athletes at breakfast only.

A-12 Type of Feeding: Contract - multiple choice for vegetables, desserts, beverages and entrees.

A-13 Size of Tables: 72" x 36"

A-14 Chairs: Wood?
Aluminum? Probably

A-15 Self-Bussing? Yes; Tray dimensions 14" x 18" for Cafeteria.
Now dishes directly on belt; prefer on tray.
Hope to eat off tray.

A-16 Warewashing: during meal.

A-17 Chinaware: china or plastic? ? Now trying plastic.
Manufacturer and style? ?

Diameters overall: Dinner plate @ 9"; Soup: in paper tubs;
Cereal Plate: 6"; Fruit or Vegetable Saucer @ 5";
Coffee Saucer: NO; Coffee Cup: @ 3 3/4" x 3 1/2";
Combination Bread, Salad or Dessert Plate: @ 5 1/2".

A-18 Silverware: Silver Plate: no burnishing.

A-19 Bread Plates: To be used for toast and for bread as well.
Not used now.

A-20 Counter Cold Pan: Mechanically Refrigerated? Y ?
None at all? To consider.
Counter Desserts: Any heated? NO.

A-21 Glassware or Paper Cups for:

Juices:	Paper	Size	5 oz;	" x "
Milk:	Glass	Size	10 oz;	" x "
Water:	Paper	Size	5 oz;	" x "
Iced Tea:	Glass	Size	10 oz;	" x "

Note: Juice in Portable Dispenser (such as Meterflo):
self-drawn by diners.

A-22 Ice Cream: Bulk; size (number) of scoop #10
Plates: Paper @ 3" diameter

A-23 Lowerator (dispenser) - Usage to include:

Dinner Plates Unheated
Cereal & Soup Plates: Cereal - China Y; Soup - Paper Tubs
Vegetable Saucers: Full use (possibly double quantity
on account of two vegetables)
Bread Plates _____

A-23 (Continued)

Cafeteria Trays: Y
 Coffee Cups: _____ (Note: 'Mugs', no Saucers)
 Pre-Scooped Ice Cream: Dispenser in Ice Cream Cabinet
for wire baskets.

A-24 If Lowerators are used: Portable for 75% requirements.
 100% requirement: Salad & dessert plates and salad
& dessert fruit saucers in Carts.

A-25 Milk Service: Dispenser Y; in Dining Area; self-drawn.
 Varieties: Regular; Skimmed very little; Chocolate;
Buttermilk in glasses on line.

A-26 Coffee Service: Self-drawn.
 Cream dispenser: Separate or Pitcher.

A-27 Hot Chocolate Service: Self-drawn.
 Decanter of Hot Water and Individual Packs?

A-28 Iced Tea: Self-drawn. In Aervoids - Flaked Ice in pans
nearby or glasses ready-filled with Ice.

A-29 Carbonated Beverages: NONE.

Fruit Ades: In Aervoid; see Iced Tea.

A-30 Roll Service: Hot Temperature.

Consumption average at one meal per student fed 2 / person.
 Butter: Whipped; devise some type of dispenser or souffle
cup - Anderson filler.

Peanut Butter: Same.

A-31 Bread Service: Total Storage Requirements to be provided
at each counter Y.
With one day's reserve in storage area;
Normal 2 x a day delivery; provide one
day's reserve.

Loaf Dimensions: White 16" x 4 1/4 x 4 1/2"; No. Slices 22
Whole Wheat " x x "; No. Slices 22
Other Rye; No. Slices —

Bread Dispenser: NO - set up loaves split in half on tray.
Bread Consumption (Per Meal):

Toast, No. slices per student See Prod. Record Questionnaire
Regular, No. slices per student —

Provide for toasting Hamburger Buns: Broiled in Kitchen
Diameter of Bun? —

- A-32 Griddle Services: to be provided at counters for
Breakfast Eggs)
Griddle Cakes)
Hamburgers)
Thin or Cubed Steaks) Kitchen.
- A-33 Boiled Eggs: Never served.
- A-34 Condiments and
Drinking Water: Away from serving line.
- A-35 Menu Sign Locations: Near entrance to serving line.
- A-36 Salad Assembly: As near to counter as possible, if feasible.
Dessert Plating: At counter (partially) or as near as possible.
- A-37 Ice Requirements: @ 1200# flaked;
Two existing units: One Carrier and one Scotsman each
@ 1000# capacity.
- A-38 Hot Food Service:
- a. Vegetables to be served in "saucers," potato on plate, in order to speed service on account of choice of two vegetables.
 - b. Provide infra-red warmer over serving shelf.
 - c. Devise gravy dispenser (self-served) after hot breads so diner may place on both hot food and hot bread and satisfy own quantity needs (Aervoid with extended faucet).
 - d. Hot Food Counters of two serving lines should be close to each other for ease of replenishment.

G. GENERAL DATA

1. Cooking Fuel: Steam Y; Gas Y; Electricity Y.

Distributed as follows:

Steam: Jacketed kettles Y; compartment steamer Y; cabinet pressure cooker ?; bake oven connection - no bake oven.

Gas: Ranges One; Roasting Ovens Y;

Electricity: Deep fat fryers Y; hot food serving counter Y; food storage warmers (pass-thru) Y; toasters Y; portable griddles if griddles are used; fixed griddles, if raised sides available; otherwise gas Y.

2. Utilities: Steam pressure available: High.

Electric: 120V 60 Cycle AC - 1 Phase up to and including ? HP.

208V 60 Cycle AC - 3 Phase up to and including ? HP.

Gas: Natural; BTU Value _____;
Altitude 3200 ft.

Water: Hardness Very; Hot Water 140°;
Ice Water Individual units; put one in kitchen.

3. Special Equipment to be Provided:

Mechanical Potwasher Y

Garbage Disposal Units at Potwashing area and at Warewashing areas.

Can Washer Use mechanical potwasher.

Hand Sinks Y.

Time Clock NO.

4. Space for Lockers (and Toilets):

* <u>Men (Regular Employees)</u>	<u>)</u>	in Basement
* <u>Women (Regular Employees)</u>	<u>)</u>	
* <u>Students (Men <u> </u>) (Women <u> </u>)</u>	<u>)</u>	

Note: Special circumstances re locker space.

* To be determined.

5. Space for Supervisors: Near Receiving Entrance.

Desks for 3 supervisors

Space for bookcase Y; files NO

Private office for Head Supervisor Y

outer office for others Y

Toilets and Closet for above on Kitchen level, if possible.

No Lounge space.

D. DELIVERY AND STORAGE DATA

1. Canned Goods: Provide storage for 1/2 month.
Note: Space in Basement.
 2. Groceries: Same as for canned goods 1/2 month, except "perishable" or vulnerable groceries. In Basement.
 3. Meats: Delivery (how often) 4 Days Supply.
To what extent primal or wholesale cuts or prefabricated or ready to use - All prefabricated except smoked hams.

Provide storage for long week-end supply - either 2 normal or 3 days week end.

Note: Include requirements for sawing and washing chickens.
 4. Fresh Vegetables and Salad: Delivery to be from Central; to what extent fresh, frozen, canned vegetables ; provide 3 day week-end storage.
 5. Potatoes: Delivery from Central Stores; provide 3 days' supply storage space.

Pre-peeled available? From Central Stores.
Instant potatoes for mashed? Probably.
 6. Frozen Fruits and Vegetables: Provide 1 week's supply storage space; include 2 1/2 days' baked goods; as required services of Ice Cream.

Note: Include requirements for Frozen Fish - 1 day
Frozen Turkey Rolls - 1 day
 7. Dairy Products: Milk and Cream - 1 day's storage; Eggs - 4 days' storage; from Central Stores
Butter or Margarine - 7 days' storage; Cheese - 7 days' storage
 8. Kitchen Level to include:

Receiving Area If possible.
Day Storeroom If possible; space and equipment for chicken sawing and washing.
All Walk-In Refrigerators and Freezers If possible.
Linen Storage (Uniforms, Towels & Rags) Linen Closet.
China and Glass Storage Downstairs.
Garbage Refrigerator None needed.
Trash Storage Dempster Dumpster.

E. PRODUCTION DATA AND COOKING EQUIPMENT NEEDS

1. Production quantities, collated from the three food service units, are shown in Appendix A of this report.
2. Computations to determine steam kettle, steamer, roasting oven and fryer requirements are shown in Appendix B.

The actual equipment needed, exclusive of tables, sinks, etc., is as follows:

- a. Two existing 80-gallon kettles
 - b. One existing 40-gallon kettle
 - c. One new tilting 40-gallon kettle
 - d. One new tilting 20- or 30-gallon kettle
 - e. Two existing triple-compartment steamers
 - f. Three new double-deck gas roasting ovens with intermediate shelves
 - g. One new hot-top gas range with oven
 - h. Three new gas or electric griddles, each 6'-0" x 2'-0" or 2'-3" with raised edges and accessible from two long sides
 - i. Six existing electric fryers
 - j. Two new double-deck infra-red gas broilers
 - k. A major item to be "reused," not cooking equipment, would be the equivalent of a flight-type dish machine; an existing one to be transferred for replacement in another kitchen; a longer one purchased for this unit.
3. The space required for cooking equipment (one single line and one back-to-back or island line with an access aisle in the center of the island battery, and including work aisles, work tables) is approximately 32'-6" long x 32'-6" wide or about 1060 sq. ft.
- F. EXISTING EQUIPMENT that can be reused in the new consolidated unit or that can be salvaged and used elsewhere is listed in Appendix C.

G. CONSOLIDATION

1. Possible Solutions

- a. Entirely new facility west of Bledsoe-Gordon usurping the tennis courts. If a new residence for about 300 should be built north of this complex (Naval Reserve Buildings), this location might have some advantage.
- b. Expand Bledsoe-Gordon southward, using present kitchen and part of dining areas for kitchen and serving, with the building addition used for dining and foyer entrance. Service entrance, stairs and elevator to basement, would be shifted to the north side of the building. While the kitchen area would be rearranged, much of the utilities piping and the exhaust system might be saved.
- c. It is believed that considerable capital expense and debt service can be saved by solution (b). The College Supervising Architect can determine such savings.
- d. As will be shown in Section III (Logic of Central Facilities), neither Sneed nor West kitchens are large enough for a Central Bakery to service 10,000 resident students.

2. Space Requirements

- a. In the context of expanding the Bledsoe-Gordon Kitchen to include the present serving areas (approximately 8'-6" on each side), the Main Floor Kitchen would increase to the following:
 - i. Kitchen and Serving: $58' \times 74' = 4300 \text{ sq. ft.} + 400 \text{ sq. ft. of extended serving area.}$
 - ii. One Dish-Scraping Area: Approximately $40' \times 10' = 400 \text{ sq. ft.}$
 - iii. One Dishwashing and Scraping Area: approximately $43' \times 20' = 860 \text{ sq. ft.}$
 - iv. In effect, the present dining areas, which now include the serving counters, would be reduced for lounge or recreational purposes only to the extent of the 1260 sq. ft. of dishwashing scraping areas and 400 sq. ft. (Serving Area extension).

G - 2 (Continued)

- b. The Kitchen Space including serving area but excluding dishwashing would consist of the following square footage:

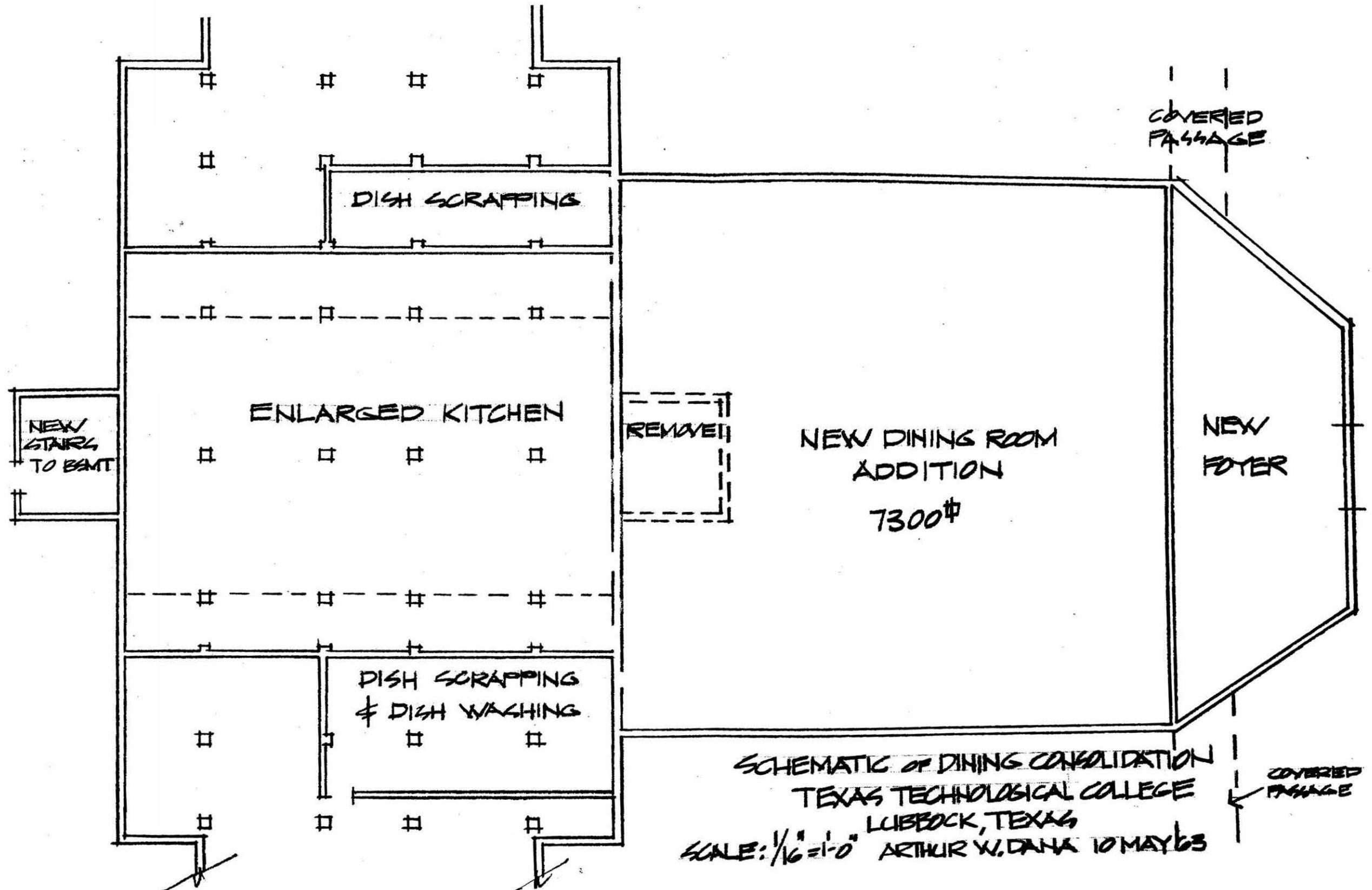
Receiving	200
Office & Toilet	300
Day Storeroom	100
Walk-In or Roll-In	
Refrigeration	400
Potwashing	200
Salad & Dessert Assembly	500
Chicken Cutting & Washing	100
Custodial	100
Cooking Equipment	1100
Traffic Aisles on 1 side and 1 end of cooking equipment	400
Serving: back & front + traffic aisle approxi- mately 80' x 16' =	<u>1300</u>
Total Kitchen and Serving	4700

- c. The existing basement offers ample space for any expansion requirements.

- i. Expansion is needed only in locker and toilet space for the increased number of employees (1300 students versus about 600) of probably about 50%.
- ii. The combined total of full-time employees (excluding supervisors) for the three halls now is 51, plus 22 students. In Bledsoe-Gordon there are 23 full-time workers plus 10 students. About half of the full-time employees are on split shifts, a working condition that may not prevail for long. Assuming ultimately that all will work on straight shifts (with possibly a few part-time workers) and that the same number of students will be employed, the regular workers should be reduced from 51 to about 33. If the food service department should ever go to a five-day week, additional expansion of locker facilities would be needed.

G - 2 - c (Continued)

- iii. Existing walk-in and refrigeration space would be supplemented by additional space on the ground level.
 - iv. Present dry storage space can be reduced, because of the proposed Central Stores facility.
- d. The addition to the building for new dining room space is limited by the architectural and other restrictions of the site (see Scheme on next page).
- i. The sides of the dining hall addition must be 25 ft. away from the residence buildings.
 - ii. The south end of the dining hall can probably go no further than the residence building (about 89 ft.) supplemented by a foyer section with three-sided front, extending possibly another 30 ft. This foyer would be connected to each opposing residence wing by a suitably covered passage.
 - iii. The net dimensions of the dining area appear to be 89' x 82' or about 7300 sq. ft. The area would be divided into two dining rooms seating 250 to 275 seats each (see paragraph iv below). The foyer, according to Mr. Barrick, should be at least 25% or another 1800-1900 sq. ft.
 - iv. The following formula indicates that this area would be adequate for the proposed 1120, as well as the possible additional 280, to be served.
- Formula:
- A. Rate of Counter Service x Average Seat Occupancy Time x 1.25 (extra seats' factor for convenience in grouping) = number of seats required.
 - B. Number of seats required x sq. ft. per seat factor = sq. ft. for dining.
 - C. *Rate of Counter Service (2 counters)
20-22/minute.
Average Seat Occupancy Time: Maximum average 20 minutes.
Sq. ft. / seat: (36" wide tables): 13-14
sq. ft. including aisles.
- *Under new class schedules, luncheon serving period will be extended to about 1 hour 45 minutes as



G - 2 - d - iv. (Continued)

compared with present 45 minutes. It is expected that 50% of total number should be served in 30 minutes at noon peak: $1120 \times 50\% = 560$; $560 \div 30 \text{ minutes} =$ about 19/minute. If another residence hall of 300 (280 eating at one meal) should be added, the Rate of Counter Service would change to: $1300 \times 50\% = 650 \div$ 30 minutes = 22/minute (-).

Formula D - Projection 1 - Serving 1120 residents

$$(A) 20 \times 20 \times 1.25 = 500 \text{ seats.}$$

$$(B) 500 \times 14 = 7000 \text{ sq. ft. vs } 7300 \text{ available}$$

Formula E - Projection 2 - Serving 1300 residents

$$(A) 22 \times 20 \times 1.25 = 550 \text{ seats.}$$

$$(B) 550 \times 14 = 7500 \text{ sq. ft. However, } 7300 \text{ sq. ft. } \div 550 \text{ seats} = 13.3 \text{ sq. ft., a seating factor that would be acceptable.}$$

Note: If Average Seat Occupancy Time is less than 20 minutes (present ones can be checked; time limitations prevented it during this study, because of added scope of study), then total number of seats required would be decreased.

- e. A summary of space devoted to Food Service (excluding Dining Area) indicates that utilization of space compares most favorably with some of the newer buildings. Some of this is due to the proposed transfer of baking and preliminary vegetable-salad functions, but the major saving is in a more effective layout, in less equipment through careful computations, and in making two serving lines do the work of three.

i. Space Summary

	<u>Sq. Ft.</u>
Main Kitchen and Serving Area	4700
Dishwashing and Scraping	1300
Estimated Basement Needs (excluding Machine Room)	<u>3600*</u>
	9600

* More than normal according to present arrangement.

For 1216 residents = 7.9 sq. ft. per resident.

G - 2 - e (Continued)

For 1500 residents = 6.4 sq. ft. per resident.
 If baking and preliminary vegetable cleaning and stores were not centralized, another 800 sq. ft. or 0.66 or 0.53 sq. ft. per student would raise the average to about 8.5.

For the new men's residence housing 1054; comparable space amounts to 10,300 sq. ft. or 9.8 sq. ft. per student. It is to be expected that the average sq. ft. per student should increase for smaller units.

3. Potential Savings through this Consolidation

- a. The combined total of weekly meals served and man hours of labor (excluding supervision) is shown below:

	<u>Meals</u>	<u>Man Hrs</u>	<u>M.H./100 Meals</u>
West	3,779	779	20.6
Sneed	4,127	762	18.4
Bledsoe-Gordon	<u>8,857</u>	<u>1304</u>	14.7
	16,763	2845	17.0

- b. Factors of centralization of baking and preliminary processing not related to consolidation will affect the man-hour ratio as follows:

Baking: 4 persons @ 48 hrs weekly = 192 hours or	1.15 M.H./100 meals
Veg.-Salad Cleaning: (Same as above)	1.15 M.H./100 meals 2.30 M.H./100 meals

This savings will be applied to those of Central Facilities.

- c. Estimated Man Hours and Savings:

Without Centralization

12.0 M.H./100 meals

Savings 5.0 M.H./100 meals on 575,000

actual meals = 28,750 Man Hours

@ 83¢ an hr (weighted average) = \$ 24,000

Add 22% Fringe Benefits

4% Soc. Sec., etc.

26% = 6,000

\$ 30,000

(continued)

G - 3 - c (Continued)

Savings without Centralization (brought forward)	=	\$ 30,000
---	---	-----------

With Centralization Less 2.30 Man Hrs or 46% of above Savings	=	<u>14,800</u>
---	---	---------------

Estimated School Year Savings at 83¢ an hour	=	\$ 16,800
---	---	-----------

- d. The combined payroll for 7 1/2 supervisors among the three units is \$33,820.
- e. The consolidated unit would require but five persons, saving 2 1/2 @ \$4,000 = \$ 10,000

Fringe Benefits &	=	2,600
Soc. Sec. 26%	=	<u>2,600</u>
		\$ 12,600
- f. Variations between large and small units in their food costs are as much as 10%. The annual food costs for the three units based upon annual attendance is approximately \$281,000. A conservative estimate (inherent in larger units of production) of savings in food cost would be 10% or about \$28,000.
- g. Summary of Foregoing Savings

Labor Costs	\$ 16,800
Supervision Costs	12,600
Food Costs	<u>28,000</u>
	\$ 57,400 for the School Year

A round sum might be regarded even more conservatively at \$50,000.

- 4. Preliminary Cost Estimates of Equipment Purchases
 - a. If all new, the cost of the kitchen equipment might range from \$135,000 to \$145,000.
 - b. The inventory of reusable equipment indicates approximately \$40,000 worth at replacement value that can be used in the consolidated unit and about \$15,000 worth that can be transferred to other units - most of it with a reasonably long life.

G - 4 (Continued)

- c. Such items as ovens, broilers and in some instances mixers would need replacement within the next year or two.

H. CONCLUSION

- 1. The benefits of consolidation, substantial economic-wise, and supervision, made easier through fewer employees per 100 meals served, will help to assure better food and value for the students. The possibility of reusing a large share of the equipment is a fortunate one. The combination of all these elements will result in savings several times over the debt service cost.

III - LOGIC OF CENTRAL FOOD FACILITIES

A. GENERAL CONCEPTS

1. Proposed Scope of Functions

One building is proposed for the following food functions:

- a. Central stores for large purchase - quantities of canned and grocery items; frozen meats*, poultry*, sea food, fruits and vegetables; dairy products except beverage milk and cream, eggs (direct to food service units); cleaning supplies; paper goods; laundry, reserve china and other utensils in each food unit.

* Occasionally for "good buys," if central butchering is not pursued.

- b. Central bakery for pies, cakes, all types of rolls, sweet rolls, but excluding loaf bread, puddings, jellos and possibly pudding-type fillings.
- c. Central preliminary processing (stripping, peeling, washing, cutting) of fresh salad ingredients and vegetables (including potatoes).
- d. Question Mark: Central butchering - some hinds and forequarters as well as primal cuts; "fabricating;" proportioning.
- e. Question Mark: Central kitchen for batch-type foods, such as soups, gravies, sauces, stews, "casserole-type," croquettes and roasts, but excluding fried, grilled, sauteed methods as well as vegetable and potato cookery. The limiting factors in the excluded items are discussed in Paragraph III-G-5.
- f. Experimental Kitchen & Conference Room: Other functions, such as testing products, can be handled here.

2. The benefits of centralization are primarily in economic savings in purchase price, freight/trucking and labor costs (to some varying degree, equipment costs) as well as in the reduced problems of recruiting additional personnel with special baking skills. Secondary benefits include easier control of quality, a greater degree of uniformity (of proportions of ingredients) and more effective production.

3. Utilization of the foregoing function by the several food services units would be as follows:

- a. Student dining halls: all functions.
- b. Student Union: Possibly central stores.

4. Phasing of Construction and Equipment Installation

- a. Construction of Central Food Facilities should allow space for 10,000 residents and equipment for 7,200 in first phase.
- b. Much of the baking equipment (per se) as opposed to mechanical equipment can be installed as needed; utility connections or rough-in for all equipment should be installed at time of construction.

B. GENERAL REQUIREMENTS FOR THE BUILDING

1. Its location should not be in the immediate vicinity of residences and dining halls, because of noise, traffic of large trailer trucks and, to lesser extent, cooking and baking odors.

2. Structural criteria would call for:

- a. One-floor level for more efficient intra-transport of materials.
- b. Ceiling height in stores area of about 15 feet for palletized storage in tiers of three.
- c. Storage loads as high as 400 lbs. per sq. ft.
- d. Air-conditioned (50° F) meat processing or butchering room, if this function is to be included.
- e. Good ventilation in storage area for canned goods, away from steam pipes.
- f. Receiving dock protected by canopy; receiving area heated and provided with fans for fly protection.
- g. Shipping dock similarly protected and recessed sufficiently to serve possibly as "garage" for the College's delivery trucks.

III - B (Continued)

3. Storage Methods for Refrigerated and Dry Stores Areas

- a. Overhead meat rails for meat carcasses on 30" centers, heights to be determined by quarter carcasses, only if Central Butchering is planned for.
 - b. Shelving for less than pallet loads on 42" x 18" x 84" high multiple shelf sections plus 7'-0" aisles or 30 sq. ft. per section.
 - c. Pallet size, approximately 32" x 40", holding 35 cases of No. 10 canned goods.
 - d. Pallet loads stacked three high in rows of three deep for more than six pallet loads purchased at one time; these require 45 sq. ft. per row including one half of a 7'-0" aisle for 5 sq. ft. per pallet load.
 - e. Pallet loads stacked on racks (tier of three pallets) for purchases up to and including six pallet loads purchased at one time; these require 24 sq. ft. per rack, including one half of a 9'-0" aisle (larger for assembly of orders) or 8 sq. ft. per pallet load.

4. Stock Turnover Bases for Computing Space Needs

The proposed turnovers are minimum suggestions; increased turnover would result in less space required. However, purchases direct from canneries generally involve one purchase a year; vacation periods are good times in which to schedule deliveries. Proposed turnovers are as follows:

Dry Stores 80-85% 4 months
Dry Stores 15-20% 5 x average (2 to 12 x)

Frozen Foods (except Sea Food) 3 months

Frozen Sea Food 3 months

Produce **Semi-weekly**

Dairy Products:

Margarine and Cheese Monthly

Meats:

Frozen: weekly if Central Butchering; otherwise for "good buys."

III - B (Continued)

5. Types of Utilities Needed

- a. Steam at 25 lbs. for kettles, for cleaning and for supply and booster at potwashing machine.
Steam at 5-7 lbs. for compartment steamers and bakery proofing cabinets.
- b. Gas for baking, etc.
- c. Electricity for doughnut frying, if done.
- d. 208V for most mechanical equipment; some 120V.
- e. Hot water at 140° F.

6. Preferences for Related Locations of the Several Areas

- a. Bakery adjacent to Sharp Freezer and to Flour Storage.
- b. Flour storage preferably humidity controlled, but high altitude may be self-controlling.
- c. Sharp Freezer adjacent to Main Storage Freezer.
- d. Preliminary Processing adjacent to Produce Refrigerator and Potato Storage Room (which should be well ventilated at room temperature).
- e. Meat Refrigerators, if needed, between Receiving and Delivery Dock.
- f. Assembly Area near Delivery Dock.

7. Operation Problems

- a. Coordination and uniformity of all college dining hall menus is assumed, so as to expedite bakery production, preliminary processing and central stores' order filling.
- b. Delivery needs should be met by two trucks immediately, and three trucks ultimately, described in the next paragraph. Dry stores and refrigerated items will each have given delivery days per week; baked goods will be delivered twice daily; no Sunday delivery.

III - B - 7 (Continued)

- c. Type of truck (two immediately required; three ultimately)

<u>Dimensions:</u>	<u>Inside</u>	<u>Opening</u>
Height	- 80"	Height - 68";
Width	- 80"	preferably 72" (AWD)
Length	- 14'-4"	Width - 76"

Capacity: Normal load - 6/2500 lb. skids = 15,000 lbs.
Capacity load - 10/1750 lb. pallets = 17,500 lbs.

Other Features Required:

Aluminum body, insulated	Booster brakes
Two removable rear doors	Cab heater
Tilt cab	Spare tire
Undercoat front fenders	Turn signals
Two mirrors	825 x 20 tires
Hydraulic clutch	
Inside floodlight mounted rear overhead	
Helper springs to accommodate capacity load	
Steel plate enclosed inside from floor to top	
1 1/2" Oak flooring on body and tailgate	
Anthony-lift tailgate - topside 44" from ground level	
Tie bar or rings mounted on inside from front to rear, each side, 4 ft. above floor	

- d. The cost of servicing the several food service units from a central facility (purchasing, stores and delivery) is frequently about 5% above cost. The labor, delivery and fuel costs for the central preparation areas are substantially higher, ranging from 12% to 25% (the latter for baking) under optimum efficiency, volume of production, etc.

The term "markup" applies to the above and is discussed briefly because of the important influence of layout and design in permitting efficient production and handling.

In the instance of stores, the margin of savings lies in the difference between large and small scale buying and in trucking or freight costs; in the preparation areas, the primary savings are in labor costs. In all instances, centralized facilities have a greater equipment cost that is soon paid for by the above-mentioned savings. If there were to be no central facilities and savings therefrom, such equipment in future kitchens would cost almost \$50,000 to \$60,000 versus the \$220,000 in the Summary of (Space Needs and) Equipment Costs set forth in the next paragraph.

8. Summary of Space Needs and Equipment Costs (Entire Building)

Listed on next page is a summary of all Central Food Facility areas. Those for Central Stores are shown in more detail in

III - B - 8 (Continued)

paragraph III-C-3. All other area figures and equipment costs are estimated and shown on the pages listing the types of equipment for each area.

SUMMARY OF CENTRAL FOOD SERVICE BUILDING

	<u>Sq. Ft.</u>	
Flour Storage (300 sq. ft. included in Dry Stores below)		
Dry Food Stores	6400	
Paper Goods Stores	600	
Freezer (Main)	3000	(Fruits, juices, vegetables, eggs, sea food, meats & poultry "Special Buys")
Produce Refrigerator	700	
Dairy Refrigerator	600	
Offices	1500	
Lunch Room	500	
Locker Rooms	800	
Mech. Equipment (Est'd)	1200	
Assembly Area	1500	
Docks	900	
Janitor Closet	200	
Storage for Pallets	600	
Produce Processing	1500)
Processed Produce)
Refrigerator	500)
Potato Storage	600)
Bakery	6500)
Bakery Refrigerator	700)
Bakery Sharp Freezer)
Central Kitchen	4000)
Central Kitchen)
Refrigerator	1000)
Meat Refrigerator	1000	(Air conditioned or)
Meat Processing	1100	refrigerated at)
Processed Meat Refrigerator	400	50-60°F))
Experimental Kitchen	1500	2500 sq.ft.)
Corridors	800	"Question)
Inner Walls	2000	Mark")
	<u>40,100</u>	sq. ft.
Less	<u>7,500</u>	sq. ft. if Central Kitchen and Meat Processing are eliminated.
	<u>32,600</u>	sq. ft.

III (Continued)

C. CENTRAL STORES

1. General Comments

The remaining paragraphs in this section (III) cover in more detailed fashion the pertinent aspects of each area (Central Stores as well as the others).

2. Design Criteria for Central Stores

- a. The one-floor level, previously mentioned under General Concepts, applies particularly to Central Stores; conceivably, some of the preparation areas, offices, auxiliary functions, etc., could be on a second level. Assembly and shipping of orders for canned goods, groceries, etc., should, for efficient handling, be on the same level as storage.
- b. The use of pallets, pallets stored 3 high (either in racks or in rows of 3 deep), requires the use of fork-lift trucks and pallet tractors. These, in turn, require aisles of adequate width for passing and maneuvering.
- c. The ceiling heights in the storage area should be a minimum of 12'-6" and an optimum of 16'-0" to conserve floor area.
- d. As previously noted, the maximum floor load is estimated to be 400 lbs. per sq. ft.
- e. Receiving will involve an average of 8 to 15 incoming deliveries a day; on some occasions, particularly during week-long holidays, receiving of truckloads (about 600 cases) should be anticipated. Freight car loads of 1300 cases would be transferred by truck from a ready spur track; each car holds about 1300 cases or 40 pallet loads (5 truckloads).

Near the Receiving Dock, an enclosed area for storing empty milk cans and other "empties" will be needed. Similarly, here, garbage and trash should be stored and accessible to pick-up trucks.

Shipping to the several food service units will involve only two four-wheel trucks, described in paragraph III-B-7(c). This dock could serve as the "garage" for these trucks.

Protection against weather extremes and flies is important in these areas; flies can be barred by fans blowing air downwards over door openings.

f. Assembly Area

Adequate aisle space for pallet trucks and for portable cabinets are important criteria.

III - C (Continued)

**3. SUMMARY OF SPACE NEEDS FOR ALL STORES AND FINISHED GOODS
PLUS AUXILIARY AREAS**

Space requirements for food stores have been estimated on the basis of proposed stock turnovers, described in paragraph III-B-4. These requirements are estimated as follows:

	<u>Pallets in Racks</u>	<u>Pallet Rows</u>	<u>Sq. Ft.</u>	<u>Sq. Ft.</u>
a. <u>Dry Stores</u>				
Cereal & Cereal Products (Range: 2-8 weeks)	30	4	240	180
Miscellaneous (Range: 2-13 weeks)	127	6	1016	270
Fats (unrefrigerated) (1 month)	3	2	24	90
Canned Juices (4 months)	9	8	72	360
Canned Fruits (4 months)	42	17	336	765
Canned Vegetables (4 months)	30	32	240	1440
Dried Vegetables (1-2 months)	6		48	
Jellies & Preserves (4 months)	30		240	
Spices (4 mos. to 1 yr.)	140 cs. = 140 linear ft. ÷ 5 shelves = 30 lin. ft. = 9 (3'-6") sections of shelving or about 32'-0" x (1'-6" deep + 7'-0" aisle) = <u>270</u> 5591			
Add 15% safety margin for above			<u>840</u>	
Total Dry Foods Stores			6341 or 6400	
b. <u>Paper Goods Storage</u> (Including Toilet Tissue)				
One year	8		64	
No safety margin needed as quantities can be reduced		14	520	584 or 600
Subtotal Carried Forward			7000	

III - C - 3 (Continued)

	<u>Pallets (3 high)</u>	<u>Pallet Rows</u>	<u>Sq.Ft.</u>	<u>Sq.Ft. 7000</u>
c. <u>Freezer</u> (3 months)	29	37	232 1670	
Allowance for Frozen Eggs in lieu of mixes for baking			230	
Allowance for Meats & Special Buys, some storage of Baked Goods and Safety Margin			2132 860	
				2992 or 3000
d. <u>Produce Refrigerator</u>				
Salad, Vegetables & Fruits (4 days)	28	5	224 225	
Nuts (Range: 2 wks to 4 months)	5	-	40	
Dried Fruits (3 kinds) (1 to 4 months)	9	-	72	
				561
Add 15% Safety Margin			84	
			645	or 700
e. <u>Dairy Refrigerator</u>				
Margarine & Cheese (1 month)	5	3	40 135	
Canned & Dried Milk (Range: 1-3 months)	3	-	24	
Canned Meats & Fish (4 months)	2	4	16 180	
				395
Add for Dried Milk to be used in lieu of mixes for baking, and 15% for safety margin			100 75	
				570 or 600
Subtotal carried forward				11,300

III - C - 3 (Continued)

Carried Forward

11,300

- f. Offices: Preferably air-conditioned; required here is a foyer for clerk-receptionist and salesmen; two offices for Purchasing (one and two persons respectively); clerical office for two to three persons; Administrative Offices for three to five persons. 1,500
- g. Lunch Room: Preferably air-conditioned; a portable hot food serving table might be used. A water-cooler (bubbler) is needed. Seating for about 30 persons at one time. 500
- h. Locker Rooms and Estimated Personnel: 800

Lockers, toilets and lounge (smoking) space for workers should be separate from those of the clerical staff.

The number of each type of personnel has been related to work loads and is listed below:

Estimated Staffing of Central Facility
(excluding Central Facility Manager)

	Total	Men	Women
Central Stores & Assembly	3	3	
Delivery	3	3	
Central Baking - Direct	7	3	4
Indirect (Cleaning)	3	3	
Preliminary Processing:			
Potato Eyeing	6	1	5
Other Processing:			
Cleaning, Washing & Cutting	4		4
General Helpers & Cleaning	1		1
Central Butchering ?	12	12	
Central Cooking: ?			
Cooks	4	4	
Helpers	3		3
Potwasher	2	2	
Clean-up & Utility	1	1	
Total Workers	49	32	17

Office Personnel:

Receptionist	1
Purchasing Clerks	2
Clerical	5) Including for
Secretary	3) Dir. of Food Service

	Carried forward	14,100
i. Mechanical Equipment: This is subject to an engineer's review.		1,200
j. Assembly Area No additional comment.		1,500
k. Receiving & Shipping Docks		900
l. Janitor Rooms It is expected that floor cleaning machines will be used.		200
m. Corridors and Inner Walls		2,000
n. Storage for Pallets, "Empties", Returnable Containers, etc.		600

	STORES & AUXILIARY AREAS - Total square feet	20,500

4. The types of Storage Equipment and Estimated Purchase Cost for Central Stores equipment is listed below:

Estimated Cost of Equipment - \$40,000

Tentative List of Equipment:

Electric Lift Trucks (2)
 Electric-operated Pallet Lift Tractor (2)
 Battery Chargers
 Pallet Racks
 Pallets
 Miscellaneous Shelving
 Floor Washing Machine
 Stand-Up Desks
 Recessed Floor Receiving Scale
 (Meat Rail Weighing Also, if Meat Function is to be provided)
 (Unit Heaters near Receiving Entrance)
 Lunch Room Equipment
 Water Fountain

D. CENTRAL BAKERY

1. A Central Bakery is justified by:

- a. The substantial savings inherent in the extensive mechanization of roll, cookie, cake and pie forming, with quality standards possible that are equal to or better than those of products made in the several food service units.
- b. The sizable savings in baking your own rolls, buns, sweet rolls and doughnuts, compared with purchase prices.

- c. The reduction in the problem of recruiting sufficient skilled personnel.
 - d. The savings in capital investment (and debt service) on baking equipment and space in the future new residence halls.
 - e. The ready coordination of menus within a given week.
2. The products to be prepared and baked would include:
- a. All types of rolls and buns
 - b. Sweet rolls
 - c. Cakes, Cottage Puddings, Muffins, Biscuits
 - d. Pies and Cobblers
3. The following products would be excluded:
- a. Bread: requires more highly developed skills (more difficult to obtain), vaster equipment than other baked products; the spread between purchase price and production cost is much less than for other products. However, further study may be warranted.
 - b. Puddings: "Mix" and baked types can readily be prepared at the several food service units, utilizing cooks and/or dessert assembly personnel.
 - c. Fillings and toppings for open "cream" pies: can readily be prepared at the several units; however, bakery equipment used for fruit pie fillings may be used for fillings and toppings.
 - d. "Jellos": also readily prepared "locally".
 - e. Yeast Doughnuts: these involve excessive space for proofing, hand cutting and batch frying; mechanization would be too expensive.
4. Production requirements for seven days could be fulfilled in five days through dough-retarding and freezing procedures, applicable to each type of product.
- a. Since make-ready and clean-up times for the more complicated mechanized equipment are important factors in man-hours used, use of such equipment should be scheduled for fewer than five days a week, wherever feasible.
 - b. The total weekly production of each category would be prepared, formed and frozen before or after baking, on schedules ranging probably from two to four or five times a week.

- c. The more extensive varieties of pies and cakes required by units, other than Residence Halls, would be produced as part of any given batch, without serious loss of production efficiency.
- 5. Handling of finished products would be as follows:
 - a. Temporary storage, if frozen, in modular portable angle slide racks; for short term storage, these products, in most instances, need not be wrapped. Pies, for optimum quality, would be frozen before baking and baked for day of delivery; all other items to be frozen after baking and held for subsequent delivery.
 - b. Delivery in modular equipment: on standard 18" x 26" pans, 1" to 3" deep, in standard portable aluminum cabinets with corrugated or channel type slides, to permit varying clearances between pans.
- 6. Participation in Central Baking would be by all food service units.
- 7. Projected Weekly Production Quantities, Pan Hours and Man Hours, are listed on the following page.

The Pan Hour figures are used to estimate the capacity and number of ovens on the basis of the latters' use six hours a day.

Allowance of six hours baking time a day (out of eight or more) represents a margin of flexibility, if any type of baked goods exceeds its quota. Any substantial expansion of residents beyond 10,000 could be handled by adding a part or full shift with the same equipment. Similarly, only one oven would be needed for the first stage of 7,200 residents.

(III - D - 7 refers)

WEEKLY BAKERY PRODUCTION
Pan Hours of Baking and Man Hours

NOTE: Equipment, where possible, for 7200, to be increased as needed.

Times a Week	Item	3 Unit 1 x	3 Unit ? x a Week	10,000 x 8.0 = Wkly	$\frac{\#}{\#} =$	Pans	$\frac{\#}{\#} =$	Pan Hrs	$\frac{\#}{\#} =$	Man Hrs
4 x	Soft Rolls - Doz.	190	760	6080 Possibly brown & serve	6.67	910	2	455	7.5	60.6
2 x	Hamburger Buns - Doz.	98	196	1568	2.5	627.2	2	313	14	22.4
1 x	Wiener Buns - Doz.	80	80	640 Two weiners in 1 bun	4	160	1.75	91	10	9.1
1 x	Doughnuts - Doz.	65	65	520	-					?
2 x	Biscuits - Doz.	190	380	3040	5	608	2	304	18	16.9
1-2 x	Sweet Rolls - Doz.	68	136	1088	2	544	1.6	345	12	28.3
1 x	Fruit Pies - Pies	175	175	1400	4	350	1	350	12	29.2
1 x	Open Pies - Pies	175	175	1400	4	350	3	116	2.75	42.4
2 x	Cakes - Sheet Pans	15	30	240	1	240	2	120	8	15
2 x	Corn Bread - Sheet Pans	25	50	400	1	400	2	200	8.3	24.1
Lunch (Muffins - 1 x (9x12	Doz.	175	175	1400	2	700	2	350	8.3	42.26
3 x	Cookies	175	525	4200	3	1400	4	350	9.5	36.84
2 x	Cobblers 12x20 (34-35)	30	60	480 ? Baking vs Freezing	1		-	-	?	6.0
										?

2994

335

2994 Pan hrs Wkly : 5 days = 595+/Day
6 days = 498 /Day

Indirect)
Labor) 33% 112

447

For 10,000

498 Pan hrs/Day $\frac{\#}{\#}$ 6 hrs Baking = 83 Pans
 $\frac{\#}{\#}$ 7 hrs Baking = 71 Pans
 $\frac{\#}{\#}$ 8 hrs Baking = 63 Pans

@ 7200

@ 10,000

Add 1-35 Pan Reel Oven
or 1-48 Pan Reel Oven

1-48 Pan Reel Oven
63 x .72 = 44 Pans

Personnel: 335 hrs $\frac{\#}{\#}$ 48 = 7 persons
112 hrs $\frac{\#}{\#}$ 43 = 3 persons

8. The tentative list of BAKERY EQUIPMENT begins below:

Flour Outfit (Chute, Elevator, Sifter, etc.)	Automatic Pan Greasing Machine
Dough Mixer	Automatic Potwashing Machine and Dryer
Water Meter	Milk Pie Filler
Ingredient Water Chilling Unit or Coils in Refrigerator	Portable Air Compressor- Blower for Cleaning
Fermentation Room	Single Compartment Sinks
Dough Troughs	Portable Work Benches with Overhead Shelf
Trough Hoist	Ventilating Hood
Roll Divider (& Rounder) with Conveyor	Drain Trough Grates
Roll Moulder	Double Compartment Sink and Drainboards
Proof Box	Scaling Bench with Overhead Cabinet
Revolving Tray Ovens	Bench Scale with Wheeled Stand
Cake Flour Sifter	Stand Up Desk
Vertical Cake Mixers	Portable Work Benches
80-Gallon Tilting-Type 2/3 Jacketed Steam Kettles with Single Speed Agitators	Utensil Rack for Mixer Accessories
Baker's Stove	Unit of Single-Rack Shelving (Ledge Type)
Automatic Pie Dough Divider	Overhead Mixer Bowl Hoist- 500-lb. Capacity
Rotary Pie Machine	Portable Bun Pan Racks (40 Pan Capacity) for pre-ret. rolls, doughnuts, sweet rolls, buns
Pie Rimmer (Power Lift)	Sheet Pan Trucks
Sweet Dough Roller & Shaper	Angel Cake Pan Truck
Cake Depositor	Pie Plate Truck
Cookie Dropper	Ingredient Can Truck
Doughnut Fryer (Conveyor Type)	Flour Platform Trucks
Stainless Steel Tubs for Pie Fillings, Frozen Fruits, etc.	(Continued)

Drinking Water Cooler and Bubbler	Sections of Refrigerator Shelving
Hand Sinks	Ingredient Scales
Ingredient Bins	Cooling Racks for Angel Cakes or Sheet Cakes
Delivery Cabinets (Portable)	Racks and Trays for Freezing and for Pies
Bun and Roll Slicer	Mop Holder

9. The Estimated Purchase Cost of this equipment is \$ 150,000, excluding refrigerators and freezer. The required space is estimated as follows:

Production	6500 sq.ft.
Refrigerator and Sharp Freezer	700 sq.ft.

E. CENTRALIZED PRELIMINARY SALAD AND VEGETABLE PROCESSING

1. Central processing of fresh vegetables and salad ingredients is justified by
 - a. A substantial savings in labor costs.
 - b. The need for and opportunity to obtain better supervision, more effective stripping and washing, and optimum efficiency in the use of mechanized equipment in cutting, slicing, dicing, etc., more nearly uniform cutting, slicing, etc. Observations in almost any college kitchen will show that "ex-housewives" use fatiguing, wasteful motions in this type of work; no supervisor has the incentive or fortitude to help them to improve.
 - c. The desirability of effectively checking on the quality and economic yields of such variable and vulnerable products, close at hand to the Department of Food Purchases and promptly, relative to time of purchase.
 - d. Handling Benefits, that include delivery (to the several units) of less weight, of products free of possible vermin, of reusable or more readily disposable containers.
 - e. A small savings in capital investment for cutting equipment, work tables and sinks.

III - E (Continued)

2. The products to be processed would include:
 - a. Regularly: Cabbage, carrots, celery, cucumbers, head lettuce, leaf lettuce, salad greens, onions, green peppers, potatoes for boiled, browned or french fried, radishes.
 - b. Occasionally or seasonally: Cauliflower, eggplant, mushrooms, spinach, sweet potatoes for baking, squash.
3. The following products would be excluded:
 - a. Potatoes for baking (except possibly for washing and sizing); for mashed; for possibly potato salad or scalloped form: the improvements so far, and anticipated future improvements to instant potatoes for mashed and dehydrated forms for salad and scalloped, suggest the desirability of limiting peeling and the arduous hand-eyeing to a minimum for boiled and browned potatoes.
 - b. Tomatoes: While central sorting and inspecting are desirable, decentralized washing and slicing are recommended because of this product's delicateness.
 - c. Fresh Whole Fruits.
4. Production requirements for seven days could be fulfilled in six or even five days, with production of some items accumulated for periods of two or three days, if necessary, and stored in polyethylene or other suitable bags.

The nature of production will be that of peeling or stripping and washing, eyeing (in the case of potatoes), followed by cutting, slicing, dicing, mincing, shredding, etc.
5. Handling of processed products would be as follows:
 - a. Packaging in large polyethylene or other suitable bags.
 - b. Potatoes treated with anti-oxidant before packaging.
 - c. Stored in stackable tote boxes on dollies or on pallets in the Processing Department's own refrigerator.
6. Participation in this service would be by all residence hall food units.
7. A sample projection of a day's production is listed on page 38, following.

PROJECTED DAILY PRELIMINARY PROCESSING (AT 10,000)

	<u>4-Day Supply</u>	<u>One Day</u>
Romaine	200#	200# AP x 75% Yield = 150# RTU
Lettuce	6000#	2000# AP x 75% Yield = 1500# RTU
Cabbage	1000#	1000# AP x 85% Yield = 850# RTU
Celery	1000#	500# AP x 75% Yield = 380# RTU (Divided into two days' work)
Onions	1000#	1000# AP x 85% Yield = 850# RTU
Cauliflower	2000#	1000# AP x 65% Yield = 650# RTU (Two days' work)
Carrots	3800#	1900# AP x 75% Yield = 1430# RTU
Tomatoes	2500#	No processing
Peppers	600#	600# AP x 70% Yield = 420# RTU
Potatoes (see Below)		Miscellaneous = 200# RTU
		3200# AP x 75% Yield = 2400# RTU

18,100#

8830# or
8800# cleaned and cut daily.

Required: 2 French Fry Cutters & 4 Vegetable Cutters.
Required: $8800 \text{#} \div 4100 \text{ lbs/man hour} = 22 \text{ man hours}$
 $22 \text{ man hours} \div 6 \text{ hrs/person} =$
4 Women

Peeling Capacities

Carrots $\frac{1,430\#}{45\#/batch} = 30$ batches $\times 3$ min. = 45 min.) for each peeler
 Potatoes $(\frac{38,000\#}{12 \text{ days}} = 3200\# \div 45\#/batch = 71$ batches $\times 3$ min. = 215 min.) of 2 peeler
 $\overline{260}$ min.

or 4 1/3 hrs
= 2 50#-Peelers

For Eyeing: $3200\# \text{ AP} @ 1 \text{ hr}/100\# = 32 \text{ man hours}$
 $32 \text{ man hours} \div 6.5 \text{ hrs/person} =$

Required: 5 Women

For Supervision: Required: 1 Woman

Total Required: 1 Man and 10 Women

NOTE: Quantities include allowance for ingredients in stews, soups, etc. Potatoes, requiring peeling and eyeing, are projected on the basis of being served (usually) only once a day; baked potatoes, instant potatoes, rice, starches (spaghetti family) or dried legumes would be served on the alternate menu of the day in order to save labor. An exception to this rule can be accommodated.

AP = As Purchased RTU = Ready To Use

8. List of Equipment (Preliminary) follows herewith:

Batch Vegetable Peelers	Stand Up Desk
Scraping Tables	Double Compartment Sink with Drainboards
Rod Type Vegetable Washer	Sections of Single Face Racks
Food Cutter Tables	Potato Hoist
Food Cutters	Mop Holder
Potato Eyeing Tank Trucks	Drinking Water Cooler and Bubbler
Potato Dipping Tank (Anti-Oxidant)	Hand Sink
Floor Model Portable Scale	Combination Units of Hose, Spray and Mixing Valve
Overhead Shelves	
Delivery Racks	

9. Estimated Area Requirements:

Processing	1500 sq.ft.
Refrigerator for Processed Items	600 sq.ft.
Potato Storage for Tempering (Well-Ventilated)	600 sq.ft.

Potato Storage: Potatoes, during winter months' storage in vendor's refrigerator, should be "tempered" at 65° - 70°F (in a well-ventilated area) for a period of about two weeks to convert dextrose content back to starch for better cooking and browning.

Estimate for Two Weeks' Period:

All purposes) 10,000 x 14 meals
except Baking) x 0.38# AP/person = 53,000 lbs (530 bags)
Baking	10,000 x 2 meals
	x 0.62# AP/person = <u>13,000</u> lbs (130 bags)

66,000 lbs
or 660 100-lb. bags

If Instant Potatoes* are used for mashed, the proportion for other boiling or frying purposes will be:

$$\begin{array}{rcl} 5/7 \text{ of } 530 \text{ bags} & = & 380 \text{ bags} \\ + \text{ Baking} & = & \underline{130} \text{ bags} \\ \text{Total} & = & 510 \text{ bags} \end{array}$$

$$\begin{array}{rcl} 510 \text{ bags @ 8/pallet} & = & 65 \text{ pallet in racks (3 pallets high)} = 510 \text{ sq.ft.} \\ & & \text{Add Safety Margin of 15\%} = \underline{76} \text{ sq.ft.} \\ & & 586 \end{array}$$

or 600 sq.ft.

*It was agreed that the continuing improvement in the quality of instant potatoes might justify their ultimate use. If not, another 130 sq.ft. of storage space will be required.

Estimated Equipment Purchase Cost: \$20,000

A few items such as peelers and cutters may be transferred from the consolidated kitchen.

F. CENTRAL BUTCHERING

1. General Comment

- a. The choice between extensive purchase of already-fabricated or butchered meats and one's own butchering can be a flexible one and subject to a number of factors. These factors relate to the butchering service available from local packers and vendors; labor rates for one's own butchers; availability of competent butchers in your area; greater difficulty in judging or checking on grade and quality of meats when "fabricated", especially if pre-portioned; reliability of given vendors in maintaining both quality and, particularly, proper standards of trim (exclusive of unusable or less desirable scraps, fat, "tail pieces", etc.).
- b. In general, about 20% or more of the purchases by weight would be for meats to be rehandled or simply sliced or cut; certain sandwich meats (bologna, liverwurst and the like), pork chops, boneless cooked hams, frankfurters, sausages, etc.
- c. Daily production per one's own butcher can be rated at between 450 and 600 lbs. a day.
- d. Vendors, in the larger cities, charge between 4¢ and 5¢ for butchering service, which includes boning, rolling and tieing.
- e. There is some question as to availability of competent butchers in Lubbock as well as the economics. Further study may be warranted.

2. Justification for Central Butchering would include:

- a. Better control and judging of grade and quality.
- b. Better control of yields, as reflected after cooking and slicing; such as control of excessive fat, hidden scraps rolled into meat, more symmetrically-shaped roasts for even cooking; control of more nearly uniform weights in roasts, and pre-portioned items.
- c. Possible savings in purchase price (dealers' profit on labor, more direct sources, taking advantages on "good buys" to be stored for short-term periods).

d. Work peaks can be levelled by cutting and freezing ahead.

3. Products that would be Processed:

a. Beef: more primal cuts such as legs or rounds, chucks, etc., with less emphasis on whole front and hind quarters.

Veal: Probably legs and shoulders.

Lamb: Legs and fronts (chucks).

Pork: Loins and legs.

Smoked Meats: Slab bacon, Canadian bacon for grilling, possibly canned or wrapped hams for slicing.

Poultry: Removal of wings, livers and giblets for by-product use in Central Kitchen; sawing into parts.

Luncheon Meats: Possibly slicing.

b. Methods: Boning (although boneless primal cuts may be readily obtained); rolling and tieing roasts; pre-portioning meats (steaks, chops, cutlets, hamburgers); grinding and shaping (for latter, using Central Kitchen's moulder).

4. Products Rehandled Only:

a. Canned or wrapped boneless hams for baking; smoked tongue, corned beef, frankfurters, "luncheon" meats (except possibly for slicing); sausage.

5. Handling

a. Primarily in aluminum tote boxes (standard manufacture) set in angle slides on mobile racks.

6. Utilization of Central Butchering Service would be by all food service units.

G. POSSIBILITIES OF CENTRAL COOKING

1. General Comments and Limitations

a. In principle, central cooking of all hot foods obtains maximum economic benefits relating to costs of skilled labor; in prac-

tice, the quality of certain types of preparations suffers by over-long periods of heating or by reheating. Public school systems have, for a number of years, employed all-central cooking for one meal a day and have primarily limited their menus to those items that would suffer least; at any rate, these school students could bring their own lunch, as many do.

- b. At your College, there would be a "captive" group of some 10,000 resident students, to be served three times a day. What are the types of items that should not be centrally cooked (despite extravagant statements in the trade press about "no more kitchens")?
- c. This consultant would exclude from any consideration of central cooking:

All vegetables.

All potatoes: baked potatoes have a life no longer than one hour; their use one to two times a week is important in saving peeling and eyeing labor.

All breakfast cookery: poached, scrambled and fried eggs.

Delicate items: such as liver, baked fish, hamburgers.

All grilled and fried foods.

Thus (whether for vegetable cookery or for grilled or fried items) both equipment and limited skills in cookery are acknowledged to be preferable in each satellite kitchen.

- 2. Central Batch Cooking, limited to certain types of products and methods described below, could be justified by:

- a. A substantial savings in labor costs (but far less in proportion to baking and preliminary processing), since each person can be responsible for vastly increased production. However, the current low wage rates make this project less attractive.
- b. More effective use of standard formulae: observations in several universities indicate substantial deviations from one kitchen to another within the same university.
- c. More effective use of by-products such as chicken or turkey wings, poultry livers, etc.
- d. A decrease in the problem of recruiting personnel with skills in soups, sauces, stews, etc.
- e. A small savings in capital investment.
- f. Coordination of menus of all the college dining halls is now in effect.

3. Utilization of central cooking would be limited to the college dining halls.
 - a. The Student Union's requirements for banquets and for faculty suggests complete local preparation of hot food.
 - b. The Student Union's Cafeteria conceivably could utilize some or all of the Central Hot Food Kitchen's types of food preparation, but it is recommended that the Cafeteria's preparation be handled "locally" along with that of the other services in that building.
 - c. Sufficient space in the Central Kitchen and leeway in sizes of kettles, batches per oven, etc., should be provided to accommodate additional production, if the foregoing were to be implemented.
4. Hot Foods that could be Prepared Centrally:
 - a. Stock for soups and gravies.
 - b. Soups, except for Canned Soups such as Cream of Tomato, Cream of Mushroom and one or two others.
 - c. Gravies: to which each unit could add its own roast drippings.
 - d. Casserole Type Dishes and Creamed Foods.
 - e. Stews and Ragouts with vegetables, Fricassee.
 - f. Goulash.
 - g. Cooked Ground and/or Diced Meat and Sauce, for extension with Noodles, Macaroni, Spaghetti, canned kidney beans, lima beans, and Rice; these extenders could be cooked at the several units and blended with the meat and sauce there to save bulk handling or blended at the Central Kitchen.
 - h. Cooked (simmered) and diced poultry meats and seafood for special purposes.
 - i. Croquettes and Patties (croquette type): preferably made from freshly cooked meat. These are breaded here and made ready for frying in the satellite kitchens.
 - j. Roasts or Baked Hot Foods: these would be cooled off; then sliced and reheated in the several dining hall cluster kitchens.

k. Pot Roasts and Swiss Steaks.

l. Breads.

5. Foods that might be Excluded:

a. Cooking of pre-portioned and "delicate" items such as cube steaks, eggs, bacon, pork chops, fish, hamburgers, etc.

b. Hash: the unusable trimmings from roasts (can be supplemented by freshly cooked meat from the Central Kitchen) are readily mixed with onions, potatoes and necessary liquid in each unit.

c. All vegetables and potatoes.

6. Production Quantities

a. Projected daily quantities are not listed because of the unlikely centralization at this time.

b. Production requirements for seven days could be handled in six days through the use of canned soups and judicious menu schedules for week-ends.

Each day's requirements would be prepared a day in advance and refrigerated.

Relatively small batches for other than Residence Halls might be frozen, if necessary, although refrigeration for two or three days would pose no problem.

Quick chilling of kettle-produced items would be effected by running chilled water through the kettle jackets.

7. Handling Methods

a. Kettle liquid items into modular stainless steel container with secure covers suitable for lifting by local unit personnel and for easy removal of contents; loaded on to pallets, probably from portable gravity rollers running by kettle faucets or by a pump outlet.

b. Kettle viscous items (not through faucets) from tilted kettles into containers, similar to those in (a).

c. Kettle items with solids: lifted out in perforated baskets and dropped onto landing table with chute; into similar containers with sauce added last.

- d. Croquettes and patties: onto 18" x 26" pans in standard portable cabinets with corrugated or channel type sides to permit varying clearances between pans.
- 8. While in the not-distant future a limited Central Kitchen may be desirable, the potential savings are not as great as a Central Baking or Preliminary Processing.

I. EXPERIMENTAL KITCHEN AND CONFERENCE ROOM

1. Requirements.

The present kitchen has household equipment which cannot have the same effects upon cooked foods as heavy duty commercial equipment. Paragraph 2 below lists the types of equipment recommended, together with the estimated purchase cost. This cost can undoubtedly be reduced, by transfer of some cooking equipment from one or more residence halls, possibly by \$3,000.

Other obvious uses for this space would include: taste-testing panels, "break out" and sampling of canned goods, menu planning conferences, food handling conferences (particularly, related to commissary problems versus the several units).

2. List of Type of Equipment

Even Heat or Fry Top Range with Oven and Back Shelves*	Open Top Add-a-Unit*
Griddle and Fryer Stand	Combination Cabinet Pressure Cooker with 10 and 20 quart Tilting Kettles
Electric Griddle	Electric Deep Fat Fryer
Dual Temperature Refrigerator (and Freezer) or Separate Units	Ventilated Hood
Table with Sink & Overhead Shelf	Counter Scale
Can Opener	Pot and Pan Shelving
20-Quart Electric Mixer	Mixer Stand
Counter with Double Sinks	Garbage Disposer*
Storage Counter and Coffee Urn Stand	Grocery Storage Cabinet
Combination Coffee Urn*	Four-Slot Toaster

* From Residence Hall

Estimated Purchase Cost of Equipment - \$10,000

Estimated Area - 1500 sq.ft.

I. ESTIMATES OF SAVINGS VIA CENTRALIZATION

1. General Comment

- a. All estimates of savings on purchases are for the entire calendar year; on labor, for the regular school year.
- b. All estimates have been projected on the basis of feeding 10,000 residents.
- c. Reductions in labor force (baking, salad, vegetable preparation) were mutually agreed upon with Mrs. Bates and Mrs. Birkman.
- d. Estimates of "central" labor costs in Preparation areas are by your consultant.
- e. Projection ratios from 7200 to 10,000 ($\times 2.4$) were adjusted as follows: employee savings ($\times 2.0$); purchases ($\times 2.3$).

2. Central Stores:

Savings in purchase prices and freight or trucking costs are estimated at 8%-10% after deducting your own warehousing and distribution operating costs of about 5%, but not debt service.

- a. Canned Goods Purchases: \$555,000 $\times 8\%$ \$44,400
- b. Frozen Foods Purchases: \$183,000 $\times 8\%$ \$14,600 \$ 59,000

3. Central Baking:

- a. Savings of 13 persons = \$1104 a biweekly period $\times 2.0 = 26$ persons: \$2208 + 26% fringe benefits $\times 18$ pay periods \$50,100
- b. Centralization Labor: 10 persons at 15% above \$1104 = \$1270 + 26% $\times 18$ pay periods Deduct -\$27,900
- c. Savings on \$24,100 purchases of layer and angel cakes, hamburger and Coney buns, sweet rolls @ 60% Add \$14,500 \$ 36,700*

Total Carried Forward \$ 95,700

*NOTE: Fuel in Central Baking is estimated to be less than that of 10 to 12 units.

Total Carried Forward	\$ 95,700
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4. Central Produce Processing

a.	Saving of 12 persons = \$904 a biweekly period x 2.0 = 24 persons: \$1808 + 26% x 18 pay periods		\$41,100
b.	Centralization Labor: 11 persons at 5% above \$904 = \$949 + 26% x 18 pay periods	Deduct	-\$21,500
c.	Savings of 10% yield on one-half of \$138,000 Produce	Add	\$ 6,900 \$ 26,500

5. In summary of savings, no allowance was made for the inevitable general increases in wage rates; no estimate of economies in baking production was made for discontinuance of more costly "mixes" in favor of your own formulae nor for closer adherence to scaled weights per unit of production. On the other hand, no allowance was made for the cost of warehousing produce and dairy products, although some freight savings on margarine and potatoes are likely. The repairs and replacements are not likely to exceed that of all the halls for similar equipment. The total "gross savings" are therefore about

\$122,200	Annually
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If the building and equipment (fixed and movable) cost \$650,000 to \$700,000, it is believed that the amortization and debt service will be about 4% a year, or at the most \$28,000. The potential net savings make this project a most desirable one.

APPENDIX A

PRODUCT AND/OR CONSUMPTION QUANTITIES
West, Sneed and Bledsoe-Gordon

Meal Period & Type of Food	Total Pers. Fed			Quantities Produced or Consumed	Est'd Portions	
	Stdts	Empl	Grdt		No.	Size
BREAKFAST						
Canned Juice	760	36	796	58 #5 tins	667	4 oz.
Frozen Juice				24/32 oz. conc.	768	4 oz.
Hot Cereal				19 lbs.	265	6 oz.
Pancakes				64 lbs. mix	550	2 & 3 pcs
Scrambled Eggs				172 doz.	775	
Fried Eggs				95 doz.	775	1-2 pcs
Bacon				How many slices/lb <u>22</u>		
Cold Cereals				66 lbs.	515	2 pcs.
Canned Fruit				12 #10	300	Ind. Pkg
Fresh Fruit				85 lbs.		
OTHER MEALS						
Soup	1120	65	1185	57 gals.	1200	6 oz.
Mashed Potatoes	1080	38	1118	13 #10 Inst. or 320 lbs.	1140	5 oz.
Boiled Potatoes				R. T. C.	380#	
Baked Potatoes	1080	38	1118	485 lbs.RTC	1110	4-5 oz.
Rice	1080	38	1118	615 lbs.RTC	1190	10 oz.
Stew or Fricassee	1120	65	1185	65 lbs.RTC	905	4-5 oz.
Creamed Entree	Only	with	noodles, etc.		865	5-6 oz.
Gravy for Roast	1080	38	1118			2-3 oz.
Sauce for Entree				Spaghetti	1200	6 oz.
Vegetable #1	1120	65	1185	216 lbs.froz	1110	
Vegetable #2				59 #10 tins	1130	
Cream Pudding					560	4 oz.
				16 gals., probably 18-19		
OVENS & GRILL & FRYER						
Hamburgers	1120	65	1185	210 lbs.RTC	1150	3 oz.
No. of Buns				98 Doz.		
Frankfurters	1120	65	1185	No/lb <u>10</u>	190 lbs.	2 pcs
Roast Beef	1080	38	1118	Sirloin Butt	495 lbs. RTC	4 oz
Baked Fish					275 lbs.RTC	8 oz.raw

RTC = Ready to Cook

EP = Edible Portion

Meal Period & Type of Food	Total Pers. Fed			Quantities Produced or Consumed	Est'd Portions	
	Stdts	Empl	Grdt		No.	Size
<u>OVENS & GRILL & FRYER (Continued)</u>						
Baked Pork Chops				600 lbs.RTC	1200	8 oz. raw
Brd. Veal Cutlets				385 lbs.RTC	1230	5 oz. raw
Fried Fish				400 lbs.RTC	800	8 oz. raw
Grilled Steak					1200	8 oz. raw
Cold Plates & Large Salads	1120	65	1185	(If alternate to hot food)	450	
Small Salads	1120	65	1185			
Escal. Entrees	1120	65	1185	20 pans	525	4-5 oz.
Fr.Fr.Potatoes	1120	65	1185	310 lbs.RTC	1220	3-4 oz.
<u>BREAD & ROLL CONSUMPTION</u>						
Breakfast Toast	760	36	796	Slices/loaf 22	68 loaves	Avge/Person 1-2
Luncheon Sandw.	1120	65	1185	Men: triple decker	98 loaves	760
Dinner Bread	1080	38	1118		54 loaves	
Doughnuts	760	36	796		65 doz.	Avge/Person 1
Sweet Rolls	760	36	796		68 doz.	Avge/Person 1
Biscuits	1080	38	1118		190 doz.	Avge/Person 2
Dinner Rolls					190 doz.	Avge/Person 2
Corn Bread				60)		
Muffins				Pieces/Pan 70)	25 sheet pans	
				80)		
					175 doz.	
<u>BEVERAGES</u>						
Reg. Milk Brkfst.	760	36	796	79 gals.)	Includes	
Reg. Milk at Lunch	1120	65	1185	142 gals.)	Chocolate Milk	
Reg. Milk - Dinner	1080	38	1118	78 gals.)	about 25%	
Skimmed Milk						
Breakfast				2 1/2 gals.)	Women	
Lunch				5 gals.)	only	
Dinner				2 1/2 gals.)	25%	
Coffee						
Breakfast				16 1/2 gals.		
Lunch				-		
Dinner				-		
Maximum Iced Tea				34 gals.		6 oz.
<u>DESSERTS</u>						
Most Popular Closed Pie				Cuts/Pie 6	175 Pies	1050
Most Popular Open Pie				Cuts/Pie 6	175 Pies	1050
Most Popular Sheet Cake				Cuts/Pan 60	15 Pans	900
Ice Cream				24 gals.		385-480
						4-5/qt.?

(Continued)

Meal Period & Type of Food	Total	Pers.	Fed	Quantities Produced or Consumed		Est'd Portions	
	Stdts	Empl	Grdt			No.	Size
DESSERTS (Continued)							
Canned Fruits (Lunch) 22 # 10 tins		275	
(Dinner)			
Pudding - Baked				Cuts/12x20 Pan			
				34-35	19 pans	665	
Cookies ?							

Roast Pan 18" x 24" x 4 1/2"
 Muffin Pan 9" x 12"
 Bun Pan 18" x 26"
 Loaf Pan 16 1/2" x 4 1/2" x 4"

APPENDIX B-1

EQUIPMENT REQUIREMENTS

STEAM KETTLES 1300 meals; if 1600 meals, add 23%.
Double choice, mostly.

Soup or Chili or Stew One (1) batch Required

1200 (S) x 0.05 G/S = 60 gals = One 80-gal. Existing Kettle
(Possibly 2/3 F-J)
(Allow for 4" below)

Meat Simmering

Chicken 2/3 = 900s

$450 \# \div 3 \# \text{ Gal.} = 150 \text{ Gals}$ = One 80-gal.
(Possibly F-J) Existing Kettle
+ Kettle A

Creamed Foods and Escalloped One (1) batch

Macaroni and Cheese

Sauce 100S/4 Gal.

.525Sx 0.04 G/S = 21 Gals = One 30-40 Gal. Tilting Kettle

Gravies - One (1) batch; Vegetables - 2-3 batches.

Gravy 21 Gals = One 40-Gal. Existing Kettle

Vegetables 216# : 6#/Gal. = 36 Gals. }
 Preparation Peak (50%) 18 Gals. }
 in 1 or 2 batches } One 20-30 Gal.
 Tilting Kettle

STEAMERS - Potatoes, 2 batches; Vegetables, 3 batches.

Potatoes 490# + 45#/bskt =
 12 bskts : 2/comp't = 6 comp't loads One Triple Compartment
 : 2 batches = 3 compartments required Steamer

Vegetables 216# · $7\frac{1}{2}/12 \times 20 =$
 29 $12 \times 20 \div 6$ pans/comp't =
 5 compartment loads
 $\div 3$ batches = 2 compartments
 required
 50% = 15 pans : $2\frac{1}{2}$ compartment loads

APPENDIX B-2

ROASTING

Roast Beef

1195 - 4 oz. = 495#RTC
 @ 50#/Pan = 10 Pans (18x26) = 5 Decks
 Need = 12 Pans a/c Baked Potatoes

Baked Potatoes

1195 ÷ 40/Pan = 30 Pans)	4/5 or 24 Pans)	
Serving time: 60 minutes)	in Oven at same)	
<u>3:30</u>	<u>4:30</u>)	time = 6 Decks,)
<u>3:45</u>	<u>4:45</u>)	with Interim Shelf)
<u>4:00</u>	<u>5:00</u>)		either 3 Double Deck
<u>4:15</u>	<u>5:15</u>)		or 2 Triple Deck
<u>4:30</u>	<u>5:30</u>)		

Escalloped Entrees

20 (12x20) Pans ÷ 8 Pans/Deck
 = $2\frac{1}{2}$ Decks or 3 Decks in 1 Batch
 During luncheon, 50% = 10 Pans
 = 1 Deck (+) : When roasts are in oven,
 use 6th Deck for 8 Pans.

RANGE WITH OVEN - Utility = 1GRIDDLES

1150 Fried Chicken
 575 ÷ 25 Dark = 23 (3 sq.ft.) = 69 sq.ft.
 575 ÷ 30 White = 19 (3 sq.ft.) = 57 sq.ft.
 $\frac{126}{32}$ sq.ft. 4 batches =
 32 sq.ft. = 2 to 3 (6'x2'-6") Griddles

1150 Hamburgers

FRYER

French Fry 310# 300# in 90 min. (15 6-min. batches) =
 20# Batch = 160# Fat = 6 Fryers (Existing)

Fish 400#

Conversion: 20# or 80S in 6 min. or 13+ servings a minute;
 Fried Fish = 2/3 of portions
 Counter Speed (total of 2 counters) : 20-22 a minute;
 2/3 of this = 13+ to 14+ a minute;
 Hence, production must accumulate a small reserve.

BROILER 2 Double Deck Infra Red : each capable of broiling
 600 steaks in 30 minutes.

APPENDIX C

REUSABLE MECHANICAL EQUIPMENT

Texas Technological College

Item	Quantity	Location				Disposition (Examples)
		Bledsoe-	Gordon	Sneed	West	
Steamer	1	x				To Experi- mental Kitchen
Steamer			x		x	(To Consoli- dated)
80-Gal. Kettle	2	x				
60-Gal. Kettle	1	x				
40-Gal. Kettle	2		x			
40-Gal. Kettle	2			x		
Electric Fryers	4	x		x		
" " (to be purchased)			x			
Fry Top Gas Range w/Oven	2	x				
Fry Top Gas Range w/Oven	1		x			
Fry Top Gas Range w/Oven	1			x		
Meat Saw (Biro 22)	1	x				
Meat Saw (Hobart 5313)			x			
Meat Saw (Hobart 5313)				x		
Electric Slicer (Hobart 1512D)		x				
Electric Slicer (Hobart 1712D?)			x			
Electric Slicer (Hobart 1512)				x		
Revolving Bowl Cutter		x				
Revolving Bowl Cutter			x			
Revolving Bowl Cutter				N.G.		
Peeler 45# Sterling		x				
Peeler 30# Hobart			x			
Peeler				?		
Mixer		N.G.				
Mixer (Hobart 60)			Pos- sibly			
Mixer				N.G.		
Dish Machine(Hobart FT22)		x				Use else- where and provide larger one for Consolidated.
Hobart Disposal	2	x				
Conveyor Belt Drive	2	x				
Conveyor Belt Drive	1		x			
Whirlwind Disposal 5HP	1	x				
Norris Milk Dispenser N-15						
& Refrigerator Stands	2	x				
" " " "	1		x			
" " " "	1			x		
Cory Automatic Coffee Maker	1		x		x	

(Continued)

	Quantity	Bledsoe-Gordon Carrier	Sneed	West
Flake Ice Maker & Bin	1			
Flake Ice Maker (only)	1		Scots-man	
Ice Cream Cabinet 42-gal.	1			AFC Universal
Ice Cream Cabinet 30-gal.	1		Ann-Busch	
Double Compartment Sink & Drainboard	1		x	
Single Compartment Sink	1		x	

NOTE: Work Tables, Sinks, Cup & Glass Rack & Plate Dispensers,
 Glass Rack Dollies, Scales, Dish Trucks, Aervoid Jugs,
 Portable Ice Bins, Electric Juicer, Electric Can Opener, etc.,
 not listed here.

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 185

May 24, 1963

A meeting of the Campus Planning Committee was held at 9 a.m. on May 24, 1963, in Room 120 of the Administration Building. Members present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick and Chairman M. L. Pennington. In addition, Mr. John G. Taylor, Mr. W. C. Cole, Manager of the College Bookstore, and Mr. Arnold Maeker of the architectural firm were present.

2391. Bookstore Addition

The meeting was called to get the project under way.

A. Size

It was agreed that provision should be made for the Bookstore to accommodate a student body of 20,000. As for money, it was agreed to study the needs first and see if funds can be obtained to finance it. By all means, the space should be made adequate.

It was estimated that an addition of 15,000 feet in basement, mezzanine and first floor space will be required. The national recommendation is three square feet per student for all functions of the bookstore. (The present bookstore has 14,906 square feet.)

B. Site

It was agreed that the site north of the Bookstore should be used with the Nursery School to be moved, as has been discussed in the past. It was agreed that it would not be feasible to expand to the east; it would not be advisable to expand to the west, so the only direction is to expand to the north.

C. Needs

The most pressing need is for textbooks sales and storage space. The changes in registration procedures have shortened the time available for sales before classes begin.

It was agreed that the long-range plan should be to provide space for textbooks in the main store, with the growth in years ahead to be handled by the sale of supplies at additional branch stores. The larger schools now are using branch stores very satisfactorily. The sales for the branch store at Texas Tech are up 150% this year.

It will be necessary to maintain perimeter storage around the main floor, as it has resulted in a great savings in time and much better service.

There should be potential public access to the basement space, as it will be used for sales in time, although the first use would probably be for storage.

The offices would be moved to the mezzanine, storage to the basement and the rest rooms and lounge would be moved to another location on the main floor or to the mezzanine.

D. Time Schedule

The following time schedule was agreed on:

1. Sketches for the June 3, 1963, meeting of the Board of Directors, if possible.
 2. Preliminary plans and specifications to be presented at the August 24, 1963, Board meeting.
 3. Final plans and specifications to be presented to the Board of Directors on November 1, 1963.
 4. Bids to be taken and presented to the Board of Directors at the meeting on December 7, 1963.
 5. Final completion date August 1, 1964.
- - - - -

Mr. Cole and Mr. Maeker left the meeting.

- - - - -

2392. Parking

Various means of ingress and egress to the proposed parking lot south of the Library were discussed in detail.

- - - - -

The meeting recessed at approximately 11:00 a.m. and reconvened at 1:30 p.m. at the site of the proposed parking lot south of the Library and the plans and specifications for the proposed lot were approved.

- - - - -

2393. Campus Lighting

The members viewed samples of the color scheme for light poles in the vicinity of the new women's residence hall and agreed to recommend standards similar to the one south of Weeks Hall. Also, it was agreed to recommend similar standards and colors for the improvement of the over-all campus lighting.

M. L. Pennington
Chairman

The meeting adjourned at 3:30 p.m.

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 186 May 27, 1963

A meeting of the Campus Planning Committee was held at 1:30 p.m. on May 27, 1963, in Room 120 of the Administration Building. Members present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick and Chairman M. L. Pennington. Others present were Mr. R. L. Mason, Mr. O. R. Downing and Mr. John G. Taylor. (Mrs. Shirley S. Bates was present for the discussion on the dormitory portion of the meeting.)

2394. Housing (Other) and Food ServiceA. Food Service Consultant's Report

The consultant's report had been carefully studied by all present and was discussed extensively. It was agreed that Mr. Dana prepared a very excellent report. The report is part of the minutes of meeting No. 184.

B. New Facilities1. Consolidation of Food Service Units (West, Sneed and Bledsoe-Gordon Halls)

Mr. Dana estimated that 9,600 square feet of floor space will be required and about \$145,000 for equipment less any existing equipment which could be used. The savings estimate is \$50,000 per year.

After thorough consideration, the CPC agreed to recommend that the general concept of the facilities as presented by Mr. Dana be approved.

2. Central Food Facilities

Mr. Dana estimated that 32,600 square feet of floor space will be required and a maximum equipment cost of \$220,000 less any existing equipment which can be reused. His estimated savings is \$122,200 per year.

a. Facilities

After consideration, the CPC agreed to recommend the basic concept for the following units as outlined in Mr. Dana's report:

- 1) Central Stores
- 2) Central Bakery
- 3) Centralized preliminary salad and vegetable processing
- 4) Experimental kitchen and conference room

The CPC voted on other facilities as follows:

- 1) Central Butchery - No, although it was agreed that the building should be arranged so that the facilities could be added at a future date.
- 2) Central Cooking - No, with the provision that the building be so constructed that the facilities can be added at a future date.

2394. Housing (Other) and Food Service (Continued)2. Central Food Facilitiesb. Site

Various sites were discussed. Among them were locations across Flint near the Physical Plant Building and the area adjacent to the railroad spur, the area north of the powerhouse and near the proposed Naval Training Center site.

c. Offices

It was agreed that it will be necessary to have the offices for Food Service in the proposed building, and it was felt that the location of the facilities would probably determine the location of the offices for the Director of Residence Halls.

d. Financing

It was agreed to explore the most feasible means of financing the facilities, if approved. Under the existing bond resolutions it might be necessary to have a second lien if the request is made of the HHFA. The Chairman is to check on the possible complications with the existing bond resolutions with the HHFA.

Mr. Taylor presented a probable bond schedule to finance the facilities with 50-year revenue bonds. A copy of his schedule is attached to and made a part of the Minutes. (Attachment No. 475, p. 1396)

e. Additional Services of Consultant

A copy of Mr. Arthur William Dana's letter of May 16, 1963, and Mrs. Bates' letter of May 20, 1963, are attached to and made a part of the Minutes.
(Attachment No. 476, p. 1397)

Mr. Dana's services would provide the following:

"Complete Planning for Modernization and Expansion of old or Construction of new Food Operations Facilities--from concept of program objectives through completion of installation, our services include:

"Development of Program and Master Plan; menu and merchandising policies; all phases of food operations related to equipment design and layout; space requirements;

"Surveys of Location: Evaluation of needs, potential patronage and sales volume;

"Verification of current governmental health and sanitation requirements, for inclusion in plans, details and specifications;

"Computation of Required Equipment Capacities: sizes and quantities, based upon menu patterns, portion standards and sales or consumption projections;

"Budget Estimate of Equipment Purchase Cost;

"Computation of Kitchen Equipment Utility Requirements: ventilation, steam, electrical and gas loads for mechanical engineers;

2394. Housing (Other) and Food Service (Continued)2. Central Food Facilitiese. Additional Services of Consultant

"Compilation of Brochures of Standard Equipment;

"Development of Preliminary Schematic Plan in 1/8" or 1/4" and discussion thereof;

"Preparation of

Detailed Layout (working drawings) in 1/4" scale;
Roughing-in Layout in 1/4" scale;

Elevation Drawings in 1/4" and larger scale of
Fabricated Equipment;

Equipment Specifications, clearly written, "tight"
and suitable for sound, competitive bidding;

"Review of Bids;

"Review and Approval of Shop Drawings;

"Inspection of Roughing-in Installation;

"Inspection and Approval of Installation and
Equipment;

"Training of Operating Staff in Proper Use of
Equipment and Methods.

"In the planning of facilities, our work can be
coordinated through the Architect or Engineer and
responsible Management Executives.

"As a member of the Food Facilities Engineering
Society, we are not concerned with the sale of
any products specified. Our recommendations are
completely objective in the interests of our clients.

"Practical operations know-how contributes to
better facilities planning. Clients receive the
benefits of our broad operating experience in all
types of successful food establishments. Expertly
designed facilities will contribute to:

"Better Food Preparation and Satisfying Service.

"Efficient Operation--with application of Work
Simplification Principles.

"Raising Employee Morale, Reduced Labor Turnover,
Maximum Performance per Man-Hour.

"Minimum Labor and Operating Costs, consistent
with Client's Standards of Food and Service.

"Attainment of Client's Potential for Satisfactory
Patronage, and Budget Objectives."

After thorough discussion, the CPC voted to recommend
that Mr. Dana be engaged as consultant in keeping with
the terms of his offer. His fee would probably amount
to about 3% of the total but not exceed \$17,000.

2394. Housing (Other) and Food Service (Continued)2. Central Food Facilitiesf. Architects

It was agreed that a great deal of the proposed central food facilities would be of a mechanical nature, and the results could be a problem unless the facilities were expertly designed. It was agreed that the architects should secure the services of a very competent engineering firm. It was agreed that it would be wise to meet with the architects first to discuss the potential problem. The College should insist on the best talent available and would have the right of approval of the proposed engineering firm.

It was agreed that all kitchen and food service equipment would be deleted from contracts with the architects. Mr. Barrick and Mrs. Bates have been handling the kitchen and food service equipment in all of the dining halls and with the aid of Mr. Dana it was felt that there should be no problem in continuing the present system, although the installations will be more complicated than the average.

It was agreed that the facilities for athletes should be a part of the over-all preliminary studies.

The CPC agreed to recommend the firm of DeWitt and Spencer, as the firm doing the design for the proposed facilities for athletes which has just been abandoned. The work was quite satisfactory, and if the facilities are separate, the CPC would like to continue the arrangement.

For the consolidation of the food service units and the central food facilities, the CPC agreed to recommend the Associated Architects and Engineers, with the understanding that preliminary studies would include athletic facilities. However, if the athletic facilities go into Sneed Hall or are separate from the other projects, the firm of DeWitt and Spencer will be recommended for the work.

It was felt that the Associated Architects and Engineers would be in the best position of any architectural firm to handle the needs for the College. The firm is familiar with the present kitchen layouts and the construction of all of the dormitories. Also, rather extensive studies have been made in the requirements for food handling, and the firm has designed five major dormitory buildings which comprise ten units. Four have been in use for approximately five years, two will be completed this fall and four the next fall.

g. Athletes Kitchen, Dining Room and Study Facilities

As recommended last fall, the facilities would be a part of the over-all studies, as indicated above. Sneed Hall would seem to offer the preferred location, as previous studies indicated. The architects are recommended in the preceding item.

How would the Athletic Department propose to finance the facilities? Would the funds now available for calling the \$300,000 issue of Stadium Revenue Bonds be used?

2394. Housing (Other) and Food Service (Continued)2. Central Food Facilitiesh. Space Made Available in the Halls

It was agreed that any space made available in the halls should be studied in connection with the recommendations of Mr. Newell Smith, Director of Residence Halls at the University of Wisconsin, and Mrs. Alice Nelson, Director of Residence Halls at the University of Indiana, when they were on the campus as consultants last February for hall programs, study, recreation and hobby areas.

i. Time Schedule

The ideal completion date would be August 1, 1964, for the proposed facilities. The matter of timing will be very important as the completion of the consolidation of the food service units and the central facilities would be somewhat dependent on each other. For instance, some of the equipment now in the three kitchens would be used in the central facilities, and the central facilities would furnish services to the consolidated kitchen for which space would not be needed in the new facilities.

It was agreed that Mr. Dana would be asked for an estimate on the construction plan schedule, and it was agreed that the construction will have to be completed during the summer of 1964 or 1965. No other time would be available than during the summer when the halls can be closed.

(Mrs. Bates called Mr. Dana on May 28, 1963. He said there would be no question on the consolidation being ready by August 1, 1964 and the central facilities would depend on how fast construction could be completed in this part of the country.)

j. Use by Others

Over the years, offers have been made to other food service units on the campus, such as the Student Union and the Athletic Department to benefit from the dormitories' purchasing power, services, etc. However, neither has ever taken advantage of the offer.

It was agreed that it might be well to make one more offer to see if the others wish to use the expanded facilities. If there is no desire, the facilities will be designed without provisions for such services.

It was agreed that there will be another meeting of the CPC for final recommendations to the Building Committee.

2395. Naval and Marine Corps Training Center

The bill to provide a maximum of 5.5 acres for the proposed training center has been passed by the House and Senate, but no one was sure whether or not it has been signed by the Governor.

The file on the Navy was reviewed thoroughly. The last request comprised 6.5 acres. However, the CPC felt that there is no justification for that amount of land. The request designated the south end of the lot for recreation and drill. It was felt that the small amount of drill conducted by the Navy could be conducted at other locations if necessary and it hardly seemed

2395. Naval and Marine Corps Training Center (Continued)

feasible to provide recreational area. The needs of the College now indicate the College could use the land between the proposed site and the railroad.

After a great deal of consideration, the CPC voted to recommend a plot with a frontage of 350 feet and a depth of 500 feet which would comprise slightly more than four acres, subject to an acceptable lease in keeping with the provisions of the Legislative act and the Board's wishes. It was felt that the only alteration which would need to be made from the Navy's proposal would be to move the antenna a bit to the north.

It was agreed that the Chairman would present the recommendations to Commander W. H. Hewitt for his reactions.

M. L. Pennington
Chairman

The meeting adjourned at 4:15 p.m.

Campus Planning Committee
May 27, 1963
Attachment No. 475
Item No. 2394-2-d

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the Vice President
for Business Affairs

May 27, 1963

Table of Debt Service Requirement
(Principal and Interest)

50 Years

<u>Amount of Loan</u>	<u>3 1/8%</u>	<u>3 1/4%</u>	<u>3 3/8%</u>	<u>3 1/2%</u>	<u>3 5/8%</u>	<u>3 3/4%</u>	<u>3 7/8%</u>	<u>4%</u>
\$ 700,000	\$27,853	\$28,511	\$29,134	\$29,841	\$30,520	\$31,199	\$31,892	\$32,571
\$1,000,000	\$39,790	\$40,730	\$41,620	\$42,630	\$43,600	\$44,570	\$45,560	\$46,530

Campus Planning Committee
May 27, 1963
Attachment No. 476
Item No. 2394-2-e

Texas Technological College

Lubbock, Texas

Director of
Food Service

May 20, 1963

Mr. M. L. Pennington
Vice President for Business Affairs
Campus

Dear Mr. Pennington:

Enclosed is a copy of Mr. Dana's report and a copy of a letter setting forth his proposal for use of his services in the planning and construction of the facilities for the combined food service unit and also for the Central Stores area, Central Bakeshop and Preliminary Processing.

I recommend that we engage Mr. Dana's service for these projects. The scope of each of the projects is far greater than that of any projects we have done. I feel very strongly that it will not be possible for us to plan this kitchen without expert professional help. The central storage and bakeshop projects are completely outside the experience of any of us and could not be done without such help.

Mr. Dana's recent visit here and his report have strengthened my conviction that he is the person who can give us the help we need on these projects. His approach to the problem is both methodical and practical. The fee he will charge is, I believe, in line for such services. Not only would we get an efficient layout, but we would all be relieved of many of the headaches involved in such an undertaking.

In addition to the details of making layouts, writing specifications, checking installations, etc., we would also have his badly needed expert assistance in organizing all these facilities and training of employees in use of equipment, etc.

It seems to me that the services received will be well worth the amount of money involved. I would like very much to have us proceed as rapidly as possible in completing arrangements to have Mr. Dana do this work for us.

If you have any questions, please let me know.

Very truly yours,

/s/ Shirley S. Bates

Shirley S. Bates
Director of Food Service

SSB:mkg(kmm)
Enc:

ARTHUR WILLIAM DANA
Food Operations Consultant
11 East 44th Street • New York 17, N. Y.

Equipment Design and Layout • Management Counsel

May 16, 1963

Mrs. Shirley S. Bates
Director of Food Service
Texas Technological College
Lubbock, Texas

Dear Mrs. Bates:

Thank you for the information on bakery purchases and again for your wonderful cooperation in my survey. The reports were sent out yesterday, before there was time to write this letter.

In order to do an effective job on the additional scope (central stores) of the survey, the report required three days instead of one. I am ready to adhere to the original terms of my proposal (one day for the report), in the hope that I will be retained to develop the working drawings and specifications.

The fee for the Cafeteria designs and specifications and related services would be a maximum of \$8000. This includes the services outlined in my brochure (also inclusion of reusable equipment) and would of course include further preliminary studies, especially in the dishwashing and scrapping areas, to develop the most efficient layout and methods.

The fee for the Central Stores Area, Central Bakeshop, Preliminary Processing would be a maximum of \$9000. Both fees would be on a time-basis, with the possibility of the ultimate fees being lower. Reuse of existing equipment always poses extra problems in design.

A formal and more detailed proposal would be submitted for final approval.

I hope that, through our discussions, the benefits of a consultant in the design of your facilities can be both financial and qualitative: through avoidance of excess equipment, reduction in man hours of labor, improvement in speed of service and in greater efficiency.

My invoice is enclosed.

I look forward to your evaluation of my report and to the hope that I may be of continued service.

Sincerely,

/s/ Arthur W. Dana

Arthur W. Dana

AWD:co(kmm)
Encl.

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 187

May 29, 1963

A meeting of the Campus Planning Committee was held at 2:30 p.m. on May 29, 1963, in Room 120 of the Administration Building. Members present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick and Chairman M. L. Pennington. In addition, Mr. Robert L. Mason, Mr. John G. Taylor and Mr. O. R. Downing were present.

2396. Bookstore Addition

The Board of Directors instructed the CPC, at the last meeting, to be sure that additional space will be available at the site for future expansion.

The CPC reviewed its actions at the last meeting and felt that the arrangements to provide space for all future textbooks sales in the main store and branch stores for growth would comply with the Board's wishes.

2397. Housing (Other) and Food Service

A. Thompson, Gaston, Weeks and Carpenter Halls

Plugging of Acoustical Holes

It was agreed that Mr. Ray Downing will hire workers and install the fibreglas insulation as recommended. He worked with the architects on the sample rooms and is familiar with the method.

B. Additional Facilities

1. Consolidated Food Service Units
(West, Sneed and Bledsoe-Gordon Halls)

Mr. Barrick and his staff have estimated the cost at \$527,200. A copy of the estimate is attached to and made a part of the Minutes. (Attachment No. 477, page 1401)

2. Central Food Facilities

Mr. Barrick and his staff estimated the cost at \$1,031,500. A copy of the estimate is attached to and made a part of the Minutes. (Attachment No. 478, page 1402)

3. Financing

An exploratory telephone call was made on May 28, 1963, to Mr. Barnhill of the HHFA Regional Office in Fort Worth. The proposed plans of the CPC were discussed with him, and he was asked if the College would be eligible for a proposed loan during the next Federal fiscal year. After discussing the over-all problem, Mr. Barnhill said that, in his opinion, the only difficulty probably would be one of eligibility, since there would seem to be no income for the project. He thought that the open end of the present bond resolutions might permit HHFA financing or it might be possible to make a second lien. He suggested that the College ask the Regional Office to explore informally the College's wishes.

2397. Housing (Other) and Food Service (Continued)4. Architects

Mr. Barrick reported that he had not talked with the architects about their interest in the projects or a fee, but that he would do so not later than the meeting to be held after the bid openings on Friday afternoon of this week.

2398. Killgore Beef Cattle Center

Dean Gerald W. Thomas and Dr. Willie L. Ulich entered the meeting at this point.

Feed Mill

A copy of the report on the negotiations with the low bidders on the feed processing plant is attached to and made a part of the Minutes, along with a statement of the minimum operation quotations. (Attachment No. 479, page 1403)

Dean Thomas and Dr. Ulich have worked a very great deal with the low bidders on each of the categories - equipment and foundation, building and rail cover and rail conveyer system. Since the firms were the low bidders, Dean Thomas and Dr. Ulich felt that they were the proper ones to negotiate with in order to come within the money. Both are convinced that it is impossible to take competitive bids on the equipment and foundation and the rail conveyer system, as competitive bids were attempted without success. It would be possible to take competitive bids on the building and rail cover, but both feel that bids would provide very little, if any, improvement in costs and it would not be possible to delay the item if the other two are approved.

After consideration, the CPC voted to recommend the program presented by Dean Thomas and Dr. Ulich, with the understanding that the cost will not exceed \$82,884. The original budgeted amount was \$80,000 but it was felt that the additional \$2,884 would not be insurmountable, and that it would not be possible to eliminate the amount from the proposed facilities.

2399. Naval Training Center

The Chairman reported that he had talked with Commander W. H. Hewitt, explaining the reasoning and recommendation of the CPC and the fact that the CPC wanted to review its recommendation with him. Commander Hewitt said that the recommendation seemed reasonable to him and that he would pass it on to higher headquarters.

2400. Other ItemsRequest for Fill from State Highway Department

(Dean Thomas and Dr. Ulich remained for the discussion of this item and then left the meeting.)

After thorough discussion, it was recommended that the playa lake pits not be constructed at this time, as the research can be done on private property not too distant from the campus. Dean Thomas concurred in the recommendation.

2401. Quaker Street Right of Way and Water Easement

Mr. Urbanovsky reported that the information has yet to be received from the City. He has been there twice, but the employee who had the information has been sick and there was no one else to bring him up to date.

It was agreed that Mr. Urbanovsky will make an oral report to the Building Committee, if sufficient information is available.

2402. Tennis CourtsResurfacing

Mr. Urbanovsky estimated that the cost to resurface seven tennis courts and two basketball courts with 1" asphalt hot mix would cost from \$6,800 to \$7,100. In order to do a good job, it would be necessary to remove the middle fences and replace them. The cost is included in the estimate.

M. L. Pennington
Chairman

The meeting adjourned at 4:05 p.m.

Campus Planning Committee
 May 29, 1963
 Attachment No. 477
 Item 2397-B-1

TEXAS TECHNOLOGICAL COLLEGE
 Lubbock, Texas

Office of the Supervising Architect

Preliminary Estimate of Cost for
 Dining and Kitchen in Gordon-Bledsoe Hall
 May 28, 1963

Site Work

Demolition and removal	\$ 5000.00
Rerouting existing utilities	3000.00
New walks	1500.00
Paving	3500.00
Curb and gutter	1500.00
Utilities extension	3500.00
Sprinkler (yard)	1700.00
Screening fences	4500.00
	<hr/>
	\$ 24,200.00

General Construction

Dining room	145,000.00
Foyer	37,000.00
Kitchen	67,500.00
Covered walks	28,000.00
New stairs, service entry	8,000.00
Basement remodeling	3,000.00
Service elevator	7,000.00
Air conditioning	50,000.00
	<hr/>
	345,500.00

Kitchen Equipment 100,000.00 *

Related Costs

Project contingency	15,000.00
Architect's and Engineer's fees	23,500.00
Loan costs	1,500.00
Interest during construction	15,500.00
Legal expense	2,000.00
	<hr/>
	57,500.00

Total Estimated Cost \$ 527,200.00

* Based on purchase of all new equipment

NOTE: Estimate does not include remodeling of portions of existing dining rooms outside new kitchen.

Campus Planning Committee
 May 29, 1963
 Attachment No. 478
 Item 2397-B-2

TEXAS TECHNOLOGICAL COLLEGE
 Lubbock, Texas

Office of the Supervising Architect

Preliminary Estimate of Cost for
 Central Food Facilities
 May 28, 1963

Site Work

Site Clearing and grading	\$ 5,000.00
Utilities extension	15,000.00
Walks, paving, curb and gutter	8,000.00
Landscaping, sprinklers	3,500.00
Screening fences	<u>4,000.00</u>
	\$ 35,500.00

General Construction

A. Central Stores

Heated	92,000.00
Heated and air conditioned	57,000.00
Refrigerated	225,000.00
Ventilated	25,500.00
Corridors	42,000.00

B. Central Bakery

Production	118,000.00
Refrigeration	23,000.00
Mechanical	5,500.00

C. Vegetable Processing

Processing	27,000.00
Refrigeration	16,500.00
Ventilated storage	9,000.00

D. Experimental Kitchen

22,500.00
663,000.00

Kitchen Equipment

Central Stores	40,000.00
Bakery	150,000.00
Vegetable processing	20,000.00
Experimental kitchen	<u>10,000.00</u>
	<u>220,000.00</u>

Related Costs

Project contingency	30,000.00
Architect's and Engineer's fees	46,000.00
Loan costs	3,000.00
Interest during construction	30,000.00
Legal expense	<u>4,000.00</u>
	<u>113,000.00</u>

Total Estimated Cost \$ 1,031,500.00

Campus Planning Committee
May 29, 1963
Attachment No. 479
Item 2398

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Department of
Agricultural Engineering

May 29, 1963

To: Dr. Gerald W. Thomas, Dean
School of Agriculture

Subject: Report on Negotiations with Low Bidders of Feed Processing Plant

1. As per instructions, low bids consisting of Brown-McKee, Inc., for equipment, Stout Steel Builders for building and Stewart Engineering Company for conveying system, were reviewed. Although on a few items it may be possible to get lower cost equipment, it is not possible to obtain the plant desired within the budget limitation. It has therefore become necessary to eliminate much desired equipment such as silage handling facilities, steam feed processing equipment and storage facilities. Automation of system has also been drastically cut. In summary, the present design has been cut to the point of bare minimum operation and limited research; however, arrangement and location of equipment is such that additions could be added at a later date if so desired.

2. Attached, you will note a price quotation for constructing the foundation and installing the necessary equipment. The quotation appears very reasonable in comparison with current prices of such equipment. In order to eliminate mixed feed contamination, one change should be made on the base plan. A clean-wipe type elevator should be substituted for the present listed mixed-feed screw elevator. This change should not appreciably alter the base quotation.

3. In regards to the building, the attached plans show the absolute minimum, with only single truckload storage of basic feed materials. It is recommended that the base quotation and the first alternate be included in the structure if at all possible.

4. Much of the automation has been eliminated from the rail feed conveyer system. The quoted price for this equipment includes basic equipment as per original plan less automatic devices. Plant operator will be able to send feed bucket to 25 stations along the pen, and floor man can dump at pens and return to plant station.

5. The above design and quotations are the result of conferences with the original low bidders for this plant. It is felt that this plant is of minimum design for operation and research, however does provide for additions, if needed, at a later date. It is felt that the preceding quotations are well in line, and due to the specialization of needs, it is very doubtful if such a plant could be built for less through new bids.

Sincerely,

/s/Willie L. Ulich

Willie L. Ulich, Head
Agri. Engr. Dept.

WLU/har(b)

Minimum Operation Quotations

Equipment and Foundation (Brown-McKee, Inc., Lubbock)

Equipment and Foundation	\$ 59,638.00
Pneumatic Control	<u>3,200.00</u>
(Bid includes \$950 for transformer)	\$ 62,838.00
	\$ 62,838.00

Additions

Steamer, cooler and boiler with fittings	7,227.00
Fat and Molasses tanks	2,424.00
Air Compressor	800.00

Building and Rail Cover (Stout Steel Builders, Lubbock and Amarillo)

30 x 16 x 65 ft. Building	9,795.00	9,795.00
---------------------------	----------	----------

Additions

40' length 30' width 16' high extension	2,450.00
Two overhead doors	677.00
One inside partition	386.00

Rail Conveyer System (Stewart Engineering Corporation, Richardson)

Equipment delivered Amarillo and operational check out with 25 station stops	10,251.00
(Elimination of station stops except #25 - less \$1,470)	<u>10,251.00</u>
TOTAL	\$ <u>82,884.00</u>

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 188

May 31, 1963

A meeting of the Campus Planning Committee was held at 3:30 p.m. on May 31, 1963 in Room 120 of the Administration Building. Members present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick and Chairman M. L. Pennington. Others present were Mr. Robert L. Mason, Mr. O. R. Downing, and Mr. John G. Taylor.

2403. Bookstore Addition

Mr. Arnold Maeker, the project architect, was present for the presentation of the sketches and the discussion of the item.

Mr. Maeker presented preliminary perspective sketches and layout of the proposed project. The addition probably would be 64' north and south x 112' east and west and comprise about 15,000 sq. ft.

Various items were discussed as the location and nature of the lounge, inside perimeter storage, receiving areas, stairs and location, book sales area, mezzanine, book storage, etc., in connection with the basement, first floor and mezzanine.

Mr. Maeker said that he talked with Mr. Cole before he prepared the preliminary perspective, and had a good indication of Mr. Cole's thoughts. However, there was not time to check the perspectives with him.

The construction costs for the 15,000 sq. ft. will probably run about \$250,000. An over-all estimate will be made as soon as the other costs are available.

The CPC voted to recommend the tentative perspective sketch and layout to the Building Committee on Sunday afternoon. The reason for presenting the perspective and layout at this time is the fact that the architects will have to do more work prior to the presentation of the preliminary plans and specifications in order that the final plans and specifications can be prepared between the August and November Board meetings.

2404. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))
Unit B (H. A. Lott, Inc., \$2,788,420.48 - August 1, 1964)
Unit C (H. A. Lott, Inc., \$3,513,215.13 - August 1, 1964)A. Fixed and Movable Kitchen and Dining Room Equipment

In keeping with approval of the Board of Directors, bids were opened and publicly read aloud in the Agricultural Auditorium at 2 p.m. on Friday, May 31, 1963, in the presence of 17 interested persons. A copy of the bid tabulation is attached to and made a part of the Minutes. (Attachment No. 480, page 1407)

After studying the bids, the CPC voted to recommend the contract award to Commercial Kitchens, Inc., of Houston, the low bidder, in the amount of \$206,766, which includes Alternate No. 3, with a credit of \$4,720, subject to approval of the HHFA.

A proration of the costs between funds borrowed from the HHFA and other college funds will be made later.

2404. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))
Unit B (H. A. Lott, Inc., \$2,788,420.48 - August 1, 1964)
Unit C (H. A. Lott, Inc., \$3,513,215.13 - August 1, 1964) (Continued)

B. Utilities

In keeping with prior action of the Board of Directors, bids were opened and read aloud in the Agricultural Auditorium at 2 p.m. on Friday, May 31, 1963, in the presence of 75 interested persons. A copy of the bid tabulation is attached to and made a part of the Minutes. (Attachment No. 481, p. 1408)

After consideration, the CPC voted to recommend a contract award subject to approval of the HHFA to the Anthony Company of Lubbock, the low bidder in the amount of \$155,000, the amount to be paid from borrowed funds.

The contract will include the steam tunnel and steam, gas, electricity and water lines.

Also, the CPC voted to recommend a separate contract to the Anthony Company of Lubbock, the low bidder, on the utilities to the Psychology and Speech Building in the amount of \$6,500, to be paid from college funds.

C. Streets, Parking Lots, Roads and Timing

Mr. Mark Gosdin and Mr. E. Walter Le Fevre were present for the discussion of the item.

In keeping with the approval of the Board of Directors, bids were opened and publicly read aloud at 2 p.m. on May 31, 1963, in the Agricultural Auditorium in the presence of 30 interested persons. A copy of the bid tabulation is attached to and made a part of the Minutes. (Attachment No. 482, p. 1409)

After consideration, the CPC voted to recommend a contract award subject to approval of the HHFA to Frank Hodges of Lubbock, the low bidder, in the amount of \$18,913 for the construction of the walks, the amount to be paid from borrowed funds for the project.

In addition, the CPC voted to recommend a contract award to the Kerr Construction Company of Lubbock in the amount of \$30,711.80 for the streets, drives and parking areas, the amount to be paid from borrowed funds.

In addition the CPC voted to recommend a contract award to the Kerr Construction Company of Lubbock, the low bidder, in the amount of \$2,660 for the north one-half of the street between the Psychology and Speech facilities and the dormitory, the amount to be paid from college funds.

2405. Housing (Other) and Food Service

Additional Facilities

After lengthy discussion, the CPC voted to recommend that the Associated Architects and Engineers of Lubbock be engaged to provide the architectural services on the central food facilities at a fee of five per cent (5%), as it will all be new construction, and that the fee be set at six per cent (6%) on the remodeled portion of the combined food services and five per cent (5%) on the new portion.

The CPC also voted to include in the recommendation the provision that if the athletes kitchen, dining room and study areas are separate from the central food facilities, the firm of DeWitt and Spencer be engaged to provide the architectural services for the athletes portion.

2406. Parking

The Campus Traffic and Security Commission requested the Campus Planning Committee to study the feasibility of a paved parking lot south of the Library. As shown in the past Minutes, the CPC agreed to recommend to the Board of Directors that the parking lot be installed.

As the CPC missed signals on the taking of bids, it was agreed to recommend that the Board of Directors authorize the Building Committee to make a contract award on the paving between Board meetings, in order that the lot may be ready at the opening of the fall term. The estimated cost is \$13,000 and the amount would be paid from income from parking fees.

M. L. Pennington
Chairman

The meeting adjourned at 4:55 p.m., the next meeting to be with the Building Committee at 1:30 p.m. Sunday afternoon in the President's Office.

Campus Planning Committee
May 31, 1963
Attachment No. 480
Item No. 2404-A

KITCHEN AND FOOD SERVING EQUIPMENT
DORMITORY AND DINING FACILITIES FOR
WOMEN - HHFA PROJECT CH-TEX 150(D) Unit B
MEN - HHFA PROJECT CH-TEX 150(D) Unit C
TEXAS TECHNOLOGICAL COLLEGE
DATE: 31 May 1963
Time: 2:00 P.M., C.S.T.

ALTERNATE NO. 1 - Combined Movable Equipment (Units B and C)
ALTERNATE NO. 2 - Combined Fixed Equipment (Units B and C)
ALTERNATE NO. 3 - Combined Movable and Fixed Equipment
(Units B and C)

Bidder	WOMEN - UNIT B					MEN - UNIT C		
	Bid Bond	Addenda	Base Bid A (Movable Eqpt)	Base Bid B (Fixed Eqpt)	Base Bid C (Combined Mov- able & fixed)	Base Bid A (Movable Eqpt)	Base Bid B (Fixed Eqpt)	Base Bid C (Combined Movable & fixed)
Bivins & Co.	X	X	21,340.00	88,146.00	107,986.00	22,374.00	96,472.00	117,346.00
Commercial Kitchens Inc.	X	X	20,032.00	82,152.00	102,184.00	19,119.00	90,183.00	109,302.00
Huey & Philp Co.	X	X	18,682.55	84,101.25	102,783.80	19,759.55	92,574.90	112,334.45
* Southern Equipment Co.	X	X	19,991.08	83,146.51	103,137.59	20,816.45	91,336.48	112,152.93
West Texas Coffee and Equipment Co.	X	X	19,494.29	82,668.19	102,162.47	20,519.48	92,750.05	113,269.53
*Tel. Addition to Bids					386.30	386.30	386.30	386.30

ALTERNATES - COMBINED BIDS UNIT B AND UNIT C

BIDDERS	Alternate No. 1 (Movable) Unit B & C	Alternate No. 2 (Fixed) Unit B & C	Alternate No. 3 (Movable & Fixed) Unit B & C
Bivins & Co.	42,548.00	180,798.00	222,480.00
Commercial Kitchens Inc.	Ded 700.00	Ded 1,900.00	Ded 4,720.00
Huey & Philp Co.	No Ded	No Ded	1,100.00
Southern Equipment Co.	"	"	No Ded
West Texas Coffee and Equipment Co.	"	"	"

**

**Totals quoted instead of Deductions allowed.

Campus Planning Committee
 May 31, 1963
 Attachment No. 481
 Item No. 2404-B

CONCRETE TUNNELS AND EXTENSION OF UNDERGROUND UTILITIES FOR DORMITORY
 AND DINING FACILITIES. HHFA Project No. CH-TEX-150(D), Units B and C.

Plans and Specifications prepared by Office of the Supervising
 Engineer, Texas Technological College, Lubbock, Texas

Bid Opening at 2:00 P.M., CST, May 31, 1963, in Agriculture Auditorium,
 Texas Technological College Campus, Lubbock, Texas

TABULATION OF BIDS

CONTRACTOR	BID SEC.	ACKN. ADD#1	BASE PROPOSAL A	BASE PROPOSAL B	COMBINED BID C	BASE PROPOSAL D
Anthony Company Lubbock, Texas	X	X	85,500	73,000	155,000	6,500
J. D. Bell and Co. Lubbock, Texas						
Bennett Constr. Co. Lubbock, Texas	X	X			155,711	10,698
Brown-McKee, Inc., Lubbock, Texas	X	X	87,481	76,529.50	164,010.50	11,620
Arvol Hays Constr. Co. Lubbock, Texas						
A. P. Kasch and Sons Big Spring, Texas	X	X			196,059	12,225
Pickett Electric Co. Lubbock, Texas	X	X			179,000	14,500
Ray Plbg. and Htg. Inc. Lubbock, Texas						
Bud Samson Co. Lubbock, Texas						
Rountree Company Lubbock, Texas	X	X	92,442	79,775	171,317	10,749
H. E. Taylor Co., Inc. Lubbock, Texas						

Campus Planning Committee
May 31, 1963
Attachment No. 482
Item No. 2404-C

BID TABULATION

WALKS, DRIVES, AND PARKING AREAS HHFA Project No. CH-Tex-150(D) Unit A

CONTRACTOR	BID BOND	ADDENDA ACKNOWLEDGED	BASE BID A	BASE BID B	ALTERNATE #1
Elmer Calhoun	X	X	20,977.19	-----	9,173.75
Frank Hedges	X	X	18,913	33,240	6,252.00
Bill Hood					
Kerr Construction Co.	X	X	-----	30,711.80	-----
Pioneer Pavers, Inc.	X	X	-----	32,582.20	-----
Welch Brothers	X	X	19,360.14		6,662.50

AGENDA FOR THE JOINT MEETING
OF THE CAMPUS AND BUILDING COMMITTEE AND CAMPUS PLANNING COMMITTEE
TO BE HELD AT 1:30 P.M. IN THE OFFICE OF THE PRESIDENT
JUNE 2, 1963

2407. Bookstore Addition

Consider the recommendation of the CPC for the following:

1. Tentative Perspective and Layout

new meeting to be in July instead of August

2. Time Schedule

- OK*
- a. Sketches for June 3, 1963, meeting of the Board of Directors.
 - b. Preliminary plans and specifications to be presented to the ~~August 24, 1963~~, Board meeting, *July 12 & 13 '63*.
 - c. Final plans and specifications to be presented to the Board of Directors on November 1, 1963.
 - d. Bids to be taken and presented to the Board of Directors at the meeting on December 7, 1963.
 - e. Final completion date - August 1, 1964.

3. Financing

It is recommended that financing be from funds on hand and that a specific recommendation be made when the over-all costs are better known.

4. Square Footage

Approximately 15,000 square feet.

5. Cost

Approximately \$250,000 for construction only. There will be other costs which will be estimated later.

2408. Dormitory and Dining Facilities (HHFA Project No. CH-Tex-150(D))
Unit B (H. A. Lott, Inc., \$2,788,420.48 - August 1, 1964)
Unit C (H. A. Lott, Inc., \$3,513,215.13 - August 1, 1964)

A. Food Service

Contract Award for Fixed and Movable Kitchen and
Dining Room Equipment

In keeping with approval of the Board of Directors, bids were opened and publicly read aloud in the Agricultural Auditorium at 2 p.m. on Friday, May 31, 1963, in the presence of 17 interested persons. A copy of the bid tabulation is attached.

OK Consider the recommendation of the CPC to award a contract to Commercial Kitchens, Inc., of Houston, the low bidder, in the amount of \$206,766, which includes Alternate No. 3 with a credit of \$4,720, subject to approval of the HHFA.

A proration of the costs between funds borrowed from the HHFA and other college funds will be made later.

B. Utilities

In keeping with prior action of the Board of Directors, bids were opened and read aloud in the Agricultural Auditorium at 2 p.m. on Friday, May 31, 1963, in the presence of 75 interested persons. A copy of the bid tabulation is attached.

OK Consider the recommendation of the CPC to award a contract, subject to the approval of the HHFA, to the Anthony Company of Lubbock, the low bidder, in the amount of \$155,000, the amount to be paid from borrowed funds.

OK Consider also the recommendation of the CPC to award a separate contract to the Anthony Company of Lubbock, the low bidder, on the utilities to the Psychology and Speech Building in the amount of \$6,500, to be paid from college funds.

The contracts will include the steam tunnel and steam, gas, electricity and water lines.

C. Interior Decorator

OK
 unit 1,800
 + unit A.

Consider the recommendation of the CPC to commission Mrs. Anne B. Hubbard, AID, as interior design consultant for Projects B and C at a service fee of five per cent (5%) of the invoice cost of the work, the arrangements being the same as those for Unit A.

2408. Dormitory and Dining Facilities (HHFA Project No. CH-Tex-150(D))
Unit B (H. A. Lott, Inc., \$2,788,420.48 - August 1, 1964)
Unit C (H. A. Lott, Inc., \$3,513,215.13 - August 1, 1964)

Walks,
D. Streets, Parking Lots and Roads

UNIT A
OK
 In keeping with the approval of the Board of Directors, bids were opened and publicly read aloud at 2 p.m. on May 31, 1963, in the Agricultural Auditorium in the presence of 30 interested persons.

Consider the CPC recommendations for the following contract awards:

- Walks*
OK
 1. Frank Hodges of Lubbock, the low bidder, subject to the approval of the HHFA, in the amount of \$18,913 for the construction of walks, the amount to be paid from borrowed funds.

Street, Driveway and Right-of-Way

- OK*
 2. Kerr Construction Company of Lubbock, subject to approval of the HHFA, in the amount of \$30,711.80 for the streets, drives and parking areas, the amount to be paid from borrowed funds.

- OK*
 3. Kerr Construction Company of Lubbock, the low bidder, in the amount of \$2,660 for the north one-half of the street between the Psychology and Speech facilities and the dormitory, the amount to be paid from college funds.

2409. Housing (Other) and Food Service

A. Additional Facilities

OK ~~Consider the recommendation of the CPC for the following items:
 availability of financing.~~

1. Consolidated Food Service Units for West, Sneed, Bledsoe and Gordon Halls

Mr. Dana estimated that approximately 9,600 square feet of new floor space will be needed, along with equipment valued at \$145,000 less any which can be reused. Mr. Barrick and his staff estimate the total cost at \$527,200.

2. Central Food Facilities

Mr. Dana estimated that 32,600 square feet of floor space and equipment valued at \$220,000 less any which can be reused will be needed. Mr. Barrick and his staff estimate the total cost at \$1,035,500.

2409. Housing (Other) and Food Service

A. Additional Facilities (Continued)

3. Combination & Consolidation of Both Proposed Facilities

OK

Mr. Dana estimated that a total of 42,200 square feet of floor space and equipment at a cost of \$365,000 less any which can be reused would be required, and he estimated the annual savings at \$172,200. Mr. Barrick and his staff estimate the total cost for both units at \$1,558,700.

34. Financing

Consider the recommendation of the CPC for an application to be filed with the Housing and Home Finance Agency for construction funds, if the project ~~is~~ ^{as} eligible.

(all being on this)

5. Additional Consultant Services

Consider the recommendation of the CPC to continue the services of Mr. Arthur William Dana at a fee not to exceed \$17,000 for the services as set out in Item No. 2394-B-2-e, page 1391 of the CPC Minutes.

6. Architects

OK

Consider the recommendation of the CPC to engage the Associated Architects and Engineers of Lubbock to provide the architectural services on the Central Food Facilities at a fee of five per cent (5%), as it will all be new construction, and the recommendation that the fee be set at six per cent (6%) for the remodeled portion of the Combined Food Service Units and five per cent (5%) for the new portion.

A part of the recommendation is that if the athletes' kitchen, dining room and study areas are separate from the central food facilities, the firm of DeWitt and Spencer be engaged to provide the architectural services for the athletes' portion.

7. Time Schedule

OK

Consider the recommendation of the CPC that the completion date be set at August 1, 1964.

It will be a very tight schedule, but Mr. Dana is of the opinion that the Consolidated Food Service Units could be ready by that time, and the Central Food Facilities would depend on the speed of the successful contractor. The Consolidated Food Service Units must be completed during the summer and ready for the following fall. The Consolidated Food Service Units will depend on the Central Food Facilities, as they will be designed with the central services in mind.

2410. Killgore Beef Cattle Center

Feed Mill

OK
Consider the recommendation of the CPC to award the following contracts:

1. Equipment and Foundation

Brown-McKee, Inc., of Lubbock, in the amount of \$62,838

2. Building and Rail Cover

Stout Steel Builders of Lubbock and Amarillo, in the amount of \$9,795

3. Rail Conveyer System

Stewart Engineering Corporation of Richardson, in the amount of \$10,251.

2411. Library, Old (Turner Construction Company, \$119,296)

OK
Consider the recommendation of the CPC for a final acceptance date of March 1, 1963.

2412. Naval Training Center

Consider the recommendation of the CPC to grant the Navy an area 350' x 500', a slight bit more than four acres, at a site on Fourth Street west of and adjacent to the National Guard Armory site, subject to satisfactory agreement.

2413. Nursery School

OK
Consider the recommendation of the CPC to move the Nursery School to a site acceptable to Dean Willa Vaughn Tinsley in order to make space available for the Bookstore Addition.

2414. Parking

The Campus Traffic and Security Commission requested the Campus Planning Committee to study the feasibility of a paved parking lot south of the Library. As shown in past Minutes, the CPC agreed to recommend to the Board of Directors that the ~~new~~ ^{existing} parking lot be installed to handle an estimated 300 cars at a construction cost of approximately \$13,000, the amount to be paid from the income from parking fees.

OK
Consider the recommendation of the CPC that a contract award be made by the Building Committee between meetings of the Board of Directors in order that the lot can be ready at the beginning of the fall semester, 1963.

2414. Parking (continued)

Part of the specific recommendation is that it be understood that the area is a future building site, and the parking lot is only temporary. The income from parking on a reserved basis will pay for the surface in a period of approximately three years. The site will not be needed for a building until about 1968. At that time, part or all of the lot will revert to an educational site.

2415. Physical Plant Facilities

OK Roof Drainage System (Lydick Roofing Company of Lubbock, \$1,980)

Consider the recommendation of the CPC for a final acceptance date of March 28, 1963.

2416. Quaker Street Right of Way Easement

Mr. Urbanovsky will present a request from the City of Lubbock, if the information is available in time.

information not yet available
Tabled -

2417. Tennis Courts

Resurfacing

OK

Consider the recommendation of the CPC to resurface seven tennis courts and two basketball courts to the northwest of the Men's Gymnasium with a 1" asphalt hot mix surface, with the finish to be comparable to that now installed, at an estimated cost of \$6,800 to \$7,100, the amount to come from the Unappropriated Balances. It is recommended also that the Building Committee be authorized to award a construction contract between Board meetings in order that the surface may be ready in time for the beginning of the fall term.

2418.

Utilities

Sewage Outflow Line to the North (Panhandle Construction Company of Lubbock, \$50,594.90)

OK Consider the recommendation of the CPC for a final acceptance date of April 22, 1963.

KITCHEN AND FOOD SERVING EQUIPMENT
 DORMITORY AND DINING FACILITIES FOR
 WOMEN - HHFA PROJECT CH-TEX 150(D) Unit B
 MEN - HHFA PROJECT CH-TEX 150(D) Unit C
 TEXAS TECHNOLOGICAL COLLEGE
 DATE: 31 May 1963
 Time: 2:00 P.M., C.S.T.

ALTERNATE NO. 1 - Combined Movable Equipment (Units B and C)
 ALTERNATE NO. 2 - Combined Fixed Equipment (Units B and C)
 ALTERNATE NO. 3 - Combined Movable and Fixed Equipment
 (Units B and C)

Bidder	WOMEN - UNIT B					MEN - UNIT C		
	Bid Bond	Addenda	Base Bid A (Movable Eqpt)	Base Bid B (Fixed Eqpt)	Base Bid C (Combined Mov- able & fixed)	Base Bid A (Movable Eqpt)	Base Bid B (Fixed Eqpt)	Base Bid C (Combined Movable & fixed)
Bivins & Co.	X	X	21,340.00	88,146.00	107,986.00	22,374.00	96,472.00	117,346.00
Commercial Kitchens Inc.	X	X	20,032.00	82,152.00	102,184.00	19,119.00	90,183.00	109,302.00
Huey & Philp Co.	X	X	18,682.55	84,101.25	102,783.80	19,759.55	92,574.90	112,334.45
* Southern Equipment Co.	X	X	19,991.08	83,146.51	103,137.59	20,816.45	91,336.48	112,152.93
West Texas Coffee and Equipment Co.	X	X	19,494.29	82,668.19	102,162.47	20,519.48	92,750.05	113,269.53
*Tel. Addition to Bids					386.30	386.30	386.30	386.30

ALTERNATES - COMBINED BIDS UNIT B AND UNIT C

BIDDERS	Alternate No. 1 (Movable) Unit B & C	Alternate No. 2 (Fixed) Unit B & C	Alternate No. 3 (Movable & Fixed) Unit B & C
Bivins & Co.	42,548.00	180,798.00	222,480.00
Commercial Kitchens Inc.	Ded 700.00	Ded 1,900.00	Ded 4,720.00
Huey & Philp Co.	No Ded	No Ded	1,100.00
Southern Equipment Co.	"	"	No Ded
West Texas Coffee and Equipment Co.	"	"	"

**

**Totals quoted instead of
 Deductions allowed.

Campus Planning Committee
May 31, 1963
Attachment No. 481
Item No. 2404-B

CONCRETE TUNNELS AND EXTENSION OF UNDERGROUND UTILITIES FOR DORMITORY AND DINING FACILITIES. HHFA Project No. CH-TEX-150(D), Units B and C.

Plans and Specifications prepared by Office of the Supervising
Engineer, Texas Technological College, Lubbock, Texas

Bid Opening at 2:00 P.M., CST, May 31, 1963, in Agriculture Auditorium,
Texas Technological College Campus, Lubbock, Texas

Campus Planning Committee
May 31, 1963
Attachment No. 482
Item No. 2404-C

BID TABULATION

WALKS, DRIVES, AND PARKING AREAS HHFA Project No. CH-Tex-150(D) Unit A

CONTRACTOR	BID BOND	ADDENDA ACKNOWLEDGED	BASE BID A	BASE BID B	ALTERNATE #1
Elmer Calhoun	X	X	20,977.19	-----	9,173.75
Frank Hodges	X	X	18,913	33,240	6,252.00
Bill Hood					
Kerr Construction Co.	X	X	-----	30,711.80	-----
Pioneer Pavers, Inc.	X	X	-----	32,582.20	-----
Welch Brothers	X	X	19,360.14		6,662.50

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 189 June 2, 1963

A joint meeting of the Campus and Building Committee of the Board and the Campus Planning Committee was held at 1:30 p.m. on June 2, 1963, in the Office of the President.

Members of the Campus and Building Committee present were Mr. Wilmer Smith, Chairman, Mr. Harold Hinn and Mr. Herbert Allen.

Other members of the Board of Directors present were Mr. Manuel DeBusk, Mr. Roy Furr, Mr. Charles D. Mathews and Mr. Al Allison.

Members of the Campus Planning Committee present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick and Chairman M. L. Pennington. Other members of the College staff present were Dr. R. C. Goodwin, Dr. W. M. Pearce, Mr. W. H. Butterfield, Mr. Robert L. Mason, Mr. John G. Taylor and Mr. R. B. Price.

In order that the results of the meeting of the Board of Directors may be included in the Campus Planning Committee Minutes for record purposes, the action taken by the Board at the meeting on June 3, 1963, will follow that of the Campus and Building Committee for each item.

2407. Bookstore AdditionA. Tentative Perspective and Layout

As the next meeting of the Board of Directors was changed from August 24, 1963, to July 12 and 13, 1963, there was no necessity to study the perspective or the layout.

(The Board of Directors approved.)

B. Time Schedule

Approved the following:

1. The preliminary plans and specifications are to be presented to the Board of Directors at the next meeting on July 12 and 13, 1963.
2. Final plans and specifications are to be presented to the Board of Directors on November 1, 1963.
3. Bids are to be taken and presented to the Board of Directors at the meeting on December 7, 1963.
4. The final completion date - August 1, 1964.

(The Board of Directors approved.)

C. Financing

Funds for financing are to come from funds on hand and a specific recommendation is to be made when the over-all costs are better known.

(The Board of Directors approved.)

2407. Bookstore Addition (continued)D. Square Footage

The approximate square footage for the addition, in the amount of 15,000 square feet, was approved.

(The Board of Directors approved.)

E. Cost

The tentative cost of \$250,000 for construction only was approved, with a complete cost estimate to be made as soon as possible.

(The Board of Directors approved.)

2408. Dormitory and Dining Facilities (HHFA Project No. CH-Tex-150(D))A. Unit A (H. A. Lott, Inc., \$2,764,546 - August 1, 1963)1. Walks

Approved a contract award to Frank Hodges of Lubbock, the low bidder, subject to approval of the HHFA, in the amount of \$18,913 for the construction of walks, the amount to be paid from borrowed funds.

(The Board of Directors approved.)

2. Streets, Drives and Parking Lots

- a) Approved a contract award to the Kerr Construction Company of Lubbock, the low bidder, subject to approval of the HHFA, in the amount of \$30,711.80 for the streets, drives and parking areas, the amount to be paid from borrowed funds.

(The Board of Directors approved.)

- b) Approved a contract award to the Kerr Construction Company of Lubbock, the low bidder, in the amount of \$2,660 for the north one-half of the street between the Psychology and Speech facilities and the dormitory, the amount to be paid from college funds.

(The Board of Directors approved.)

B. Unit B - \$2,788,420.48 - August 1, 1964Unit C - \$3,513,215.13 - August 1, 1964

(H. A. Lott, Inc.)

1. Food Service

Contract Award for Fixed and Movable Kitchen
and Dining Room Equipment

Approved a contract award to Commercial Kitchens, Inc., of Houston, the low bidder, in the net amount of \$206,766, which includes Alternate No. 3, subject to approval of the HHFA.

A proration of the costs between funds borrowed from the HHFA and other college funds is to be made later.

(The Board of Directors approved.)

2408. Dormitory and Dining Facilities (HHFA Project No. CH-Tex-150(D))

- B. Unit B - \$2,788,420.48 - August 1, 1964
Unit C - \$3,513,215.13 - August 1, 1964
(H. A. Lott, Inc.)

2. Utilities

Approved a contract award, subject to approval of the HHFA, to the Anthony Company of Lubbock, the low bidder, in the amount of \$155,000, the amount to be paid from borrowed funds.

Also, approved a separate contract award to the Anthony Company of Lubbock, the low bidder, on the utilities to the Psychology and Speech Buildings, in the amount of \$6,500, to be paid from college funds.

The contracts include the steam tunnel and steam, gas, electricity and water lines.

(The Board of Directors approved.)

3. Interior Decorator

Approved the commissioning of Mrs. Anne B. Hubbard, AID, as Interior Design Consultant, at a service fee of five per cent (5%) of the invoice cost of the work, the arrangements to be the same as those for Unit A.

(The Board of Directors approved.)

2409. Housing (Other) and Food ServiceA. Additional Facilities

Subject to the availability of funds, the following items were approved:

1. Consolidated Food Service Units for West, Sneed, Bledsoe and Gordon Halls

Approved the proposed project at approximately 9600 square feet of new floor space, along with equipment valued at \$145,000 less any which can be reused. The estimated cost is \$527,200.

(The Board of Directors approved.)

2. Central Food Facilities

Approved the proposed project at an estimated 32,600 square feet of floor space, equipment valued at \$220,000 less any which can be reused and a total estimated cost of \$1,035,500.

The Board of Directors requested the CPC to be sure to check on the advisability of maintaining a full month's supply of canned goods and to weigh the cost of construction against the possible savings.

(The Board of Directors approved.)

3. Financing

Approved an application to the Housing and Home Finance Agency for construction funds, if the projects are eligible, with the understanding that all items pertaining to the projects hinge on the financing.

(The Board of Directors approved.)

2409. Housing (Other) and Food ServiceA. Additional Facilities4. Additional Consultant Services

Approved the continuance of the services of Mr. Arthur William Dana at a fee not to exceed \$17,000 for his services as stipulated in Item No. 2394-B-2-e, page 1391 of the CPC Minutes.

(The Board of Directors approved.)

5. Architects

Approved the commissioning of the Associated Architects and Engineers of Lubbock, to provide the architectural services on the Central Food Facilities, at a fee of five per cent (5%), as it will all be new construction and a fee of six per cent (6%) for the remodeled portion of the Combined Food Service Units and five per cent (5%) on the new portion.

Part of the specific approval is that, if the athletes' kitchen, dining room and study facilities are separate from the Central Food Facilities, the firm of DeWitt and Spencer will be commissioned to provide the architectural services for the athletes' portion.

(The Board of Directors approved.)

6. Time Schedule

Approved the completion date of August 1, 1964.

(The Board of Directors approved.)

2410. Killgore Beef Cattle CenterFeed Mill

Approved the following contract awards:

1. Equipment and Foundation

Brown-McKee, Inc., of Lubbock, in the amount of \$62,838.

(The Board of Directors approved.)

2. Building and Rail Cover

Stout Steel Builders of Lubbock and Amarillo, in the amount of \$9,795.

(The Board of Directors approved.)

3. Rail Conveyer System

Stewart Engineering Corporation of Richardson, in the amount of \$10,251.

(The Board of Directors approved.)

2411. Library, Old (Turner Construction Company, \$119,296)

Approved the final acceptance date of March 1, 1963, for the completion of the remodeling project.

(The Board of Directors approved.)

2412. Naval Training Center

Approved the lease to the United States Navy of an area 350' x 500', a slight bit more than four acres, at a site fronting on Fourth Street and west of and adjacent to the National Guard Armory site, in keeping with Legislative approval, subject to the preparation of a satisfactory lease agreement.

The Building Committee requested the CPC, with the Naval personnel, to study the idea of common ingress and egress to the area to the west which the College will use.

(The Board of Directors approved.)

2413. Nursery School

Approved the removal of the Nursery School to site acceptable to Dean Willa Vaughn Tinsley in order to make space available at the present site for the Bookstore Addition.

2414. Parking

Approved the installation of a parking lot to the south of the new Library to accommodate approximately 300 cars, at an estimated construction cost of \$13,000, the amount to be paid from the income from parking fees, and authorized the Building Committee of the Board to award the contract between meetings of the Board of Directors.

Part of the specific recommendation is that it be understood by all that the area is a future building site, and that the parking lot is only temporary. The income from parking on a reserved basis will pay for the surface in approximately three years, and the site will not be needed for a building until about 1968. At that time, part or all of the lot will revert to an educational building site.

(The Board of Directors approved.)

2415. Physical Plant Facilities

Roof Drainage System (Lydick Roofing Company of Lubbock, \$1,980)

Approved the final acceptance date of March 28, 1963, for the installation of the drainage system.

(The Board of Directors approved.)

2416. Quaker Street Right of Way Easement

Mr. Urbanovsky presented the information available, but since complete information was not available, the question was tabled.

(The Board of Directors approved.)

2417. Tennis Courts

Resurfacing

Approved the resurfacing of seven tennis courts and two basketball courts to the northwest of the Men's Gymnasium with a 1" asphalt hot mix surface, with the finish to be comparable to that now installed, at an estimated cost of \$6,800 to \$7,100, the amount to come from the Unappropriated Balances, and authorized the Building Committee to award a construction contract between Board meetings in order that the surface may be ready in time for the beginning of the fall term.

(The Board of Directors approved.)

2418. Utilities

Sewage Outflow Line to the North (Panhandle Construction Company
of Lubbock, \$50,594.90)

Approved the final acceptance date of April 22, 1963, for the installation of the line.

(The Board of Directors approved.)

M. L. Pennington
Chairman

The meeting adjourned at 3:30 p.m.

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 190

June 8, 1963

The regular monthly meeting of the Campus Planning Committee was held at 8:30 a.m. on June 8, 1963, in Room 120 of the Administration Building. Members present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick and Chairman M. L. Pennington. Others present were Mr. Robert L. Mason, Mr. O. R. Downing and Mr. John G. Taylor.

2419. Approval of Minutes

On motion by Mr. Urbanovsky, seconded by Mr. Barrick, Minutes of Meetings Nos. 183, 184, 185, 186, 187, 188 and 189 were approved.

2420. President's Approval of Minutes

The Chairman reported that President Goodwin approved the Minutes of Meeting No. 183 on May 16, 1963, No. 184 on May 25, Nos. 185 and 186 on May 30, 1963, No. 187 on May 31, 1963, and Nos. 188 and 189 on June 6, 1963.

2421. Antenna FarmA. Fence (Caprock Fence Company, \$1,088)

The fence is being installed at the moment.

B. Security

Mr. Taylor reported that the City is providing Dr. Spuhler with the "Danger, High Voltage" signs, and he is procuring others.

C. Road

The culvert is in, and the road has been partially graded.

2422. Athletes Kitchen, Dining Room and Study Facilities

There is to be a meeting between the Campus Planning Committee and the Athletic Council as requested by the Council on Thursday, June 13, 1963, at 3 p.m.

2423. Bookstore

The architects have been notified of the Board action at the last meeting and are busily at work.

Their preliminary plans and specifications are to be presented to the CPC in time for study and presentation to the Building Committee on July 12, 1963.

2424. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))A. Unit A (H. A. Lott, Inc., \$2,764,546 - August 1, 1963)

Construction progress continues to be good. The contractor is finishing out in all areas. The fence was removed on June 1, 1963, but the weather has interfered with the clearance of the site.

B. Unit B (H. A. Lott, Inc., \$2,788,420.48 - August 1, 1964)

The weather has interfered somewhat with the pouring of concrete, but the contractor has progressed as rapidly as the weather would permit.

2424. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))C. Unit C (H. A. Lott, Inc., \$3,513,215.13 - August 1, 1964)

The weather has interfered somewhat with the pouring of concrete, but the contractor has progressed as rapidly as the weather would permit.

D. Interior Decorator

Mr. Barrick will prepare the copy of the agreement for the interior decorator in keeping with Board action.

E. Kitchen and Dining Room Equipment, Units B and C
(Commercial Kitchens, Inc., \$206,766)

The contractor has been notified and the information has been submitted to the HHFA for confirmation. The contract is in the process of preparation at the moment, as are the HHFA documents.

F. Walks (Frank Hodges, \$18,913), Unit A

Mr. Urbanovsky is waiting for a breakdown between labor and supplies in order to take advantage of the State tax exemption, and the contract will be prepared as soon as the information is obtained. The preparation of HHFA documents depends on the same information.

G. Streets, Drives and Parking Lots (Kerr Construction Company,
\$30,711.80, and \$2,660)

Mr. Urbanovsky is waiting for a breakdown between labor and supplies in order to take advantage of the State tax exemption, and the contract will be prepared as soon as the information is obtained. The preparation of HHFA documents depends on the same information.

H. Utilities (Anthony Company, \$155,000 and \$6,500)

A breakdown of the labor and supplies must be obtained before the contract and HHFA documents can be prepared. As soon as the information is received, the contract and HHFA documents will be completed.

2425. Dormitories - Additional Food FacilitiesA. Consolidation of Food Service Units (for West, Sneed, Bledsoe
and Gordon Halls)

All that can be done has been done, pending receipt of the eligibility for financing.

B. Central Food Facilities

All that can be done has been done, pending receipt of the eligibility for financing.

2426. Entrance Marker

The Saddle Tramps want to sponsor an appropriate marker at the entrance to the College campus and have been working with Mr. Urbanovsky for some time. They have engaged an architect to prepare preliminary ideas for presentation to the College. The Student Association fully supports the Saddle Tramps in the undertaking. Any plans will be cleared through regular college channels.

2427. Housing (Other) and Food ServiceA. Married Student Housing

Mr. Howell Killgore, contractor, reported Friday, June 7, 1963, that the first group of tenants (32) moved in on May 15, 1963; 32 more will move in June 15, 1963, and 32 on July 1, 1963, and the rest about the middle of August, 1963.

2427. Housing (Other) and Food Service

B. Thompson, Gaston, Weeks and Carpenter Halls

Plugging of Acoustical Holes

Mr. Downing has the work scheduled for next week.

C. Bledsoe and Gordon Halls

Painting (Smith & Wardroup, Inc., \$19,100)

The contractor is on the job and has started painting the ceilings.

2428. Incinerator - Campus-Wide

Mr. Downing has been working with the City of Lubbock and at the moment, there is not enough available information to make a decision.

Mr. Urbanovsky is going to attend a meeting of the City Managers of the State of Texas and will discuss the problem with representatives at the meeting.

2429. Killgore Beef Cattle Center

A. Center (Walter E. Wirtz of Amarillo, Contractor - \$379,839)

Progress is reported to be satisfactory. Mr. Barrick plans to visit the site on Tuesday of next week.

B. Feed Mill

1. Equipment and Foundation (Brown-McKee, \$62,838)

2. Building and Rail Cover (Stout Steel Builders, \$9,795)

3. Rail Conveyer System (Stewart Engineering Corporation, \$10,251)

The contractors have been notified of the award, and Dr. Ulich is working with them in preparation of the contract documents.

The CPC agreed that it will be necessary for Dr. Ulich and other appropriate members of the college staff to aid in the supervision of the construction and installation of machinery.

C. Equipment and Landscaping

Mr. Taylor was requested to check on the funds available for equipment and landscaping and the amount of needed equipment.

2430. Naval Training Center

The action of the Board of Directors at the last meeting has been conveyed to Commander W. H. Hewitt.

It was agreed that the individual members will be thinking of the items needed for the agreement which will be discussed later. It was also agreed to present the items to the representatives of the Navy and request them to make the first draft as they probably have a standard form they would like to use.

2431. Nursery School

The plans for the Bookstore Addition, as developed to date, indicate that the Nursery School will be missed by some 15' to 16'.

As soon as the plans are further developed, Mr. Urbanovsky was requested to discuss the over-all situation with Dean Tinsley. Possibly the Nursery School may not have to be moved.

2432. Other ItemsChecking Station for State Comptroller

So far, there is no construction at the site.

2433. ParkingLot South of Library

Plans and specifications are complete, and bids are to be opened Friday, June 14, 1963.

2434. Psychology and Speech (H. A. Lott, Inc., \$911,000 - January 22, 1964)A. Psychology (\$452,000)1. Construction Progress

Construction progress has been quite satisfactory and as rapid as the weather would permit.

2. Equipment

Mr. Taylor has received a list of equipment, copies of which will be sent to each of the members for study. The recommendation will be made at a later time.

3. NSF Grant

No additional information has been received.

4. Anechoic Chamber Grant

No addition information has been received.

B. Speech (\$459,000)1. Construction Progress

Construction progress has been quite satisfactory and as rapid as the weather would permit.

2. Equipment

Mr. Taylor has a list of equipment by priorities and will send copies to the members for study, with a recommendation to be made later.

3. Auditorium Seating and Stage Rigging

Mr. Barrick said that he has requested the architects to see if they can pull together the plans and specifications in time for bids to be taken and a contract award recommended at the July Board meeting. It will be possible to handle the seating in that manner, but the stage rigging may be more difficult.

2435. Quaker Street Right of Way and Water Easement Request

Mr. Urbanovsky reported that no new information has been obtained since the Board meeting.

2436. Signs on Campus

West Texas Advertising Company has promised sample signs to Mr. Urbanovsky for the past several weeks for study, but they have yet to arrive.

2437. Tennis Courts

Resurfacing

The latest request from the Physical Education Department was considered in detail, and it was agreed to postpone action pending receipt of additional information. The Chairman was requested to determine from the Physical Education people if the Department can police the courts and maintain the Tru-Bounce finish, if it should be installed, without additional funds; if additional fencing would be required, and if there would be any other problems.

M. L. Pennington
Chairman

The meeting adjourned at 9:40 a.m.

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 191 June 13, 1963

A joint meeting of the Athletic Council and the Campus Planning Committee was held at 3 p.m. on June 13, 1963, in Room 120 of the Administration Building.

Members of the Athletic Council present were Dr. J. William Davis, Chairman, Mr. T. L. Leach, Vice Chairman, and G. C. (Mule) Dowell, Dr. Paul J. Woods, Mr. Haskell G. Taylor, and Mr. Polk F. Robison.

Members of the Campus Planning Committee present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick, and Chairman M. L. Pennington. In addition, Mr. Robert L. Mason, Mr. O. R. Downing and Mr. John G. Taylor were present.

2438. Athletes Kitchen, Dining Room and Study Facilities

Dr. Davis explained that he had suggested the meeting in order that the Athletic Council and the Campus Planning Committee could better understand each other and in order to discuss the philosophy, reasoning, etc., in connection with the proposed facilities.

He said that he and the Chairman of the CPC had met with the President, who had asked that the facilities be explored in the Sneed Hall area.

He listed three possibilities, not necessarily by priority, as follows:

1. Separate Unit

He said a separate building comes nearer to meeting their ideals. He did not know where one would be, but thought possibly that it could be to the north or to the west and could perhaps be worked into an existing unit in order to blend without loss of harmony.

He listed the five following desirable traits in priority order for the facilities:

- a) Food Service
- b) Study Hall
- c) Meeting space for skull sessions held at mealtimes
- d) Arrangement for visiting athletes to be housed and fed. Beds, showers and toilets would be needed.
- e) Pre-game - The night before a game, the squad would be housed in the facilities (skull session room)

He said that he is convinced that the academic counseling has paid off. It is now scattered over the campus and should be in the facility.

He said that they liked the items which Mr. Barrick had presented at his meeting with them on the stadium location, but rejected the location.

2. Adjunct to the Proposed Consolidated Food Service Units (West, Sneed, Bledsoe and Gordon Halls)

Dr. Davis said, with the compromises and adjustments in planning the arrangements, some of the expressed needs could be considered in connection with the consolidated food service units.

2438. Athletes Kitchen, Dining Room and Study Facilities (Continued)3. Sneed Hall

The dining area in Sneed is larger than that of West. There is a fairly adequate kitchen, and the space could be made into a combination unit for most of the things wanted, but not all.

He said that they would like to "kick around" the items mentioned with the Campus Planning Committee. As to cost, the first idea would be the most expensive; the second would be second most expensive, and the Sneed Hall space would be the least expensive.

He added that the Sneed Hall facilities could be prepared with the least delay.

A general discussion ensued, and the following paragraphs indicate the thoughts and statements expressed:

The philosophy the Athletic Council desires to follow is facilities for football, basketball and track scholarship holders primarily. Not all of the scholarship holders live in the dorms. The Athletic Council does want to continue the system of dispersal of athletes.

There are both advantages and disadvantages to having individual dormitory facilities for athletes. A. and M. and Arkansas are the only two with separate facilities. The University of Texas has the athletes in one hall with other students.

They would want space to sleep a maximum of 35, with the use of pull-out beds. The team would sleep there the night before a contest, as the coaches would like to have all the players together and it is not satisfactory to take them off campus.

The same room could be used for overflow and prospective athletes. The dining room couldn't be used for such purposes as it would cause feeding complications.

It was agreed that it would require a rather enormous amount of space to sleep 35.

The present members of the Athletic Council are not interested in ever having an athletes' dormitory.

When asked how the student athletes and other students like the dispersal system, the reply was that the biggest criticism is the one they most wanted to hear. The athletes have stated that they have trouble keeping the other students who want to visit out of their rooms in order for them to study.

Study could be conducted in the dining room and in the accompanying meeting room (or rooms).

The number of boys who must use the study hall is determined by the grades. If the athletes fall below a prescribed level, they must attend the study hall.

It was estimated that they are servicing 200 to 300 in the study program, counting all who are involved. The average is about 50 per night. It is necessary to break the number into groups, depending on the subject matter. It is felt that they need about four separate areas for "breakdown study."

2438. Athletes Kitchen, Dining Room and Study Facilities (Continued)

Although the anticipation is an enrolment of some 21 thousand or more by 1970, it was estimated that the athletic program will remain about the same.

A number of needed eating spaces, using cafeteria-type service, was estimated at 130, with the possibility that 120 would be enough. About 175 could be fed with the 120 or 130 spaces.

If the facilities were available, the Athletic Council members felt that they would still want to feed the athletes only two meals. They liked the idea of one meal in the regular dining hall with the other students. At the present time, the Dormitory System provides breakfast for the athletes.

At the present time, it was felt that they would like to keep the athletes in one area. Dr. Davis pointed out that they had suggested a setup in connection with the new halls but that it was vetoed; they would be tying themselves to the oldest section of the dormitories.

Mr. Dowell pointed out that they need to look at the costs.

The question was asked how important to the athletic program is flexibility in housing.

It was asked if, in planning future dorms, the athletic facilities could be considered as an adjunct to one of the structures.

The problem of recruitment was discussed. Mr. Robison pointed out that the department is substandard in eating facilities, and an improvement would aid the recruitment program. He said the coaches feel that the eating facilities are No. 1 consideration in recruiting and the facility located in the new area would be better.

Mr. Robison agreed that Sneed Hall would be the most expedient but it wouldn't solve the No. 1 objective, that being recruiting, and recruiting makes money.

When asked if they would like to think of Sneed Hall as temporary, if it were used, the reply was "yes." In view of the answer, the question was asked, "Why not improve the equipment in West this year and move it to Sneed when it becomes available, if it is to be used?"

The members of the Athletic Council proposed that if there is to be a new dining area and it is to be coeducational, why not make West Hall coeducational this year by moving the athletes to Sneed and dispersing the nonathletes in Sneed Hall to the other three halls?

When they asked if the proposed athletic facilities could be tied in with the new halls, the answer was that it would not be practical.

After a thorough discussion, it was agreed that the Chairman of the Athletic Council would appoint a Committee to work with the Campus Planning Committee to explore the use of Sneed Hall as the most expedient solution at this time.

The Athletic Council members added that they would like to see if some combination could be worked out whereby the athletes could have the Sneed dining and kitchen facilities in September, 1963.

The members of the Athletic Council left the meeting at 5:05 p.m.

2439. Campus Drainage

For several years, the problem of removing floodwater and the runoff from ice and snow at low intersections on the campus has been under study. The two areas which collect the most water for the longest periods of time are the intersections to the northeast of the new Library and at the southeast corner of the parking lot behind the Administration Building.

The results of the study by Mr. Urbanovsky and his staff indicate the best solution seems to be to drain both areas by the installation of underground storm sewers. The cost is estimated at a top figure of \$25,000.

The solution and costs were discussed, and it was agreed that the study will be continued to see if it is possible and feasible to make the installation at this time.

2440. Classroom-Office Building (New)

The Chairman reported that President Goodwin has authorized the Campus Planning Committee to make a study of the feasibility of constructing a major general Classroom-Office Building, to be financed from the remaining portion of the Constitutional Building Amendment Funds for the current ten-year period.

The need, location and cost were discussed, and it was agreed that it would be well to attempt to determine how much money could be available. There could be as much as \$1,750,000 from the Constitutional Building Amendment Funds. However, it was felt that there would be a greater need than the funds available could support. It was agreed that all other avenues, such as gifts and grants and perhaps even the charge of a \$5 building use fee, which is permissible, should be explored. It was felt that the College will have use, in the critical years ahead, for as much as $3\frac{1}{2}$ to $4\frac{1}{2}$ million dollars of such facilities. Faculty offices will be critical next fall.

It was agreed to study the various phases of the project and to make a recommendation at a later meeting.

M. L. Pennington
Chairman

The meeting adjourned at 5:45 p.m.

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 192 June 28, 1963

A special meeting of the Campus Planning Committee was held at 2 p.m. on June 28, 1963, in Room 120 of the Administration Building. Members present were Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick and Chairman M. L. Pennington. Others present were Mr. Robert L. Mason, Mr. John G. Taylor, Mr. O. R. Downing Mr. Mark Gosdin and Mr. Walter LeFevre.

2441. Campus Drainage

The plans and specifications for the installation of storm sewers to drain the southeast corner of the Administration Building parking lot, the corner to the northeast of the Library and the areas which lead into the two low corners were studied in detail.

It was agreed that it is highly essential to drain both corners, as the two cause the most complications for the majority of students.

Mr. LeFevre presented a means of avoiding the utility tunnel with the drain line at the northeast corner of the Union Building, but felt that it will be necessary to move the water and electric lines south of the Music Building in order to maintain the necessary level of flow in the storm sewer to provide maintenance-free operation.

It was agreed that plans and specifications will provide an adequate system, and to take bids on July 11, 1963, at 2 p.m. in order to make a recommendation for a contract award to the Building Committee on July 12, 1963. Also, it was agreed that all known local bidders would be invited to bid on the project. It was felt that it would be well for the work to be done as soon as possible in order for the scars from the installation to heal over during the growing season.

Mr. Taylor reported that an amount of \$17,526 is available in the appropriation for Major Improvements and Repairs during the current year. The balance remains from the resurfacing and seal coating of roads and the conversion of the East Engineering Building. The funds can be used for the proposed drainage project and must be used this year.

2442. Killgore Beef Cattle Center

Mr. Urbanovsky presented a layout of the roads and parking lots as suggested by the Project Architect, with an estimated cost of \$19,000. The Committee studied the layout and questioned the need for the loop road, as it looked as if a road on one side would be ample for ingress and egress. It was agreed that Mr. Urbanovsky would check with Dean Thomas to see how much of the proposed road is essential.

2443. Tennis Courts

Mr. Urbanovsky, Mr. Gosdin and Mr. LeFevre presented the developments on the plans and specifications for resurfacing the tennis courts. The estimated cost will be about \$1 per square yard, and there are 5,533 square yards.

2443. Tennis Courts (Continued)

It was agreed to proceed with plans and specifications and take bids and then to compare the cost of asphalt with that of Tru-Bounce and Laco finishes.

If possible, a recommendation should be made to the Building Committee on July 12, 1963. If not, it would be well to ask the Board of Directors to authorize the Building Committee to award a contract between meetings, as it will be essential to have the work done prior to the start of the fall term.

M. L. Pennington
Chairman

The meeting adjourned at 3:45 p.m.

AGENDA FOR THE JOINT MEETING
OF THE CAMPUS AND BUILDING COMMITTEE AND CAMPUS PLANNING COMMITTEE
TO BE HELD AT 4 P.M. IN THE OFFICE OF THE PRESIDENT
JUNE 12, 1963

2461. Bookstore

A. Preliminary Plans

Consider the preliminary plans for the Bookstore Addition.

B. Financing

It is estimated that the total Bookstore Addition will cost \$300,000.

The College feels that by using the funds available at this time and earnings of the Bookstore for this year and next year, will provide approximately \$200,000. The additional funds can be borrowed on a temporary basis from other Auxiliary Funds.

2462. Dormitories - Additional Food Facilities

Financing

Consider the recommendations of the CPC that we proceed with the Additional Food Facilities, to be financed as suggested by HHFA and Mr. Paul Horton, Bond Attorney. (A report on the financing will be made by Mr. Robert B. Price.)

Recommend that the Board of Directors authorize the amendment to the Loan Agreement on HHFA Project CH-Tex-150(D) in the amount of \$2 million dollars as suggested by HHFA and Mr. Paul Horton, Bond Attorney.

Site

Authorize the CPC to study the best feasible site or sites for the Central Food Storage and Preparation Facility and present its findings to the Building Committee of the Board for approval prior to November 1, 1963 Board Meeting in order that the architects and Mr. Dana, the Consultant, may proceed as rapidly as possible with the preliminary plans.

Timing

It may be difficult to complete this project by the fall of 1964. However, we should like to proceed as rapidly as possible and the CPC recommends that the Board authorize the Building Committee of the Board to approve the preliminary plans prior to the November 1, 1963 Board Meeting, if the plans can be completed.

If this authorization is granted, it may be possible to have final plans ready by the November 1, 1963 Board Meeting and the taking of bids prior to and the awarding of contract at the December, 1963 Board Meeting.

2463. Killgore Beef Cattle Center

Landscaping

Consider the recommendation of the CPC that the Board of Directors authorize the taking of bids prior to the November 1, 1963 Board Meeting and the awarding of contracts at the November 1, 1963 Board Meeting on the landscaping work.

2464. Naval Training Center

The Navy has accepted the Board's offer. (See Attachment No. 483, page 1431)

2465. Signs

Consider a report by Mr. Urbanovsky on signs for buildings.

2466. Campus Drainage

Consider the awarding of a contract to the low bidder, Panhandle Construction Company of Lubbock, in the amount of \$27,704.55.

Consider the recommendation of the CPC that this project be financed with funds remaining after completion of several major repair and rehabilitation projects and an appropriation of \$8,678.62 from Unappropriated Balances.

2467. Tennis Courts

Consider the CPC's recommendation that the low bidder, Bill Hood, Dirt and Paving Contractor of Lubbock, be awarded the contract in the amount of \$5,340 and that the project be financed by an appropriation from the Unappropriated Balances.

2468. Water Easement

Consider the CPC's recommendation that the City of Lubbock be granted an easement on college property along the east side of Quaker Avenue from Fourth Street south to the end of the College property for a 24" water main with the understanding that the City will secure the necessary Legislative approval for the easement. The City would like for the College to move its fence back approximately 35' from the proposed center line on Quaker Avenue after the City has widened the street. It is recognized that the fence will have to be taken down in order for the City to install the water main; however, the CPC recommends that the City replace the fence at its present location.