

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 174

January 10, 1963

A meeting of the Campus Planning Committee was held at 1:30 p.m. on January 10, 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. O. R. Downing, Mr. Robert L. Mason and Mr. John G. Taylor were present.

2265. Approval of Minutes

On motion by Mr. Urbanovsky, seconded by Mr. Barrick, the Minutes of Meeting No. 173 were approved.

2266. President's Approval of Minutes

The Chairman reported that President Goodwin approved the Minutes of Meeting No. 172 on January 10, 1963, and Meeting No. 173 on January 5, 1963.

2267. Antenna Farm

The University of Illinois had a representative on the campus last week and suggested a few minor changes to the proposed contract. He took the suggestions from the College back to Illinois with him, and it is felt that a satisfactory contract will be available within the next few days.

Nothing has been heard from Stanford University in connection with the contract so far.

The University of Illinois made arrangements with a private firm to install the antenna, and the College granted permission to the University of Illinois to proceed. The erection of the antenna is approximately one-half complete as of today.

Mr. Downing is ordering materials to construct the small building which the College must supply.

2268. Bookstore

A great deal of discussion ensued on the proper method to approach a solution to the needs of the Bookstore. Whether or not the present Bookstore should be enlarged or another Bookstore built at another place on the campus, was considered. If there is to be only one Bookstore, would the present site be the proper one, and could it be increased in size for 20,000 students? If so, where could enough funds be raised at the present time for such a structure? It would be possible to enlarge the Bookstore by 6,400 square feet without interfering appreciably with the Nursery School; any other enlargement would interfere. The needs of Home Economics for a Nursery School would be involved in any major enlargement.

After consideration, it was agreed to have another meeting devoted solely to the Bookstore and request Mr. Cole and other interested persons to sit in with the CPC.

2269. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))A. Unit A (H. A. Lott, Inc., \$2,764,546 - August 1, 1963)

The construction progress continues to be excellent. Whether or not the dormitory would be available for use during the summer session was discussed. As there was insufficient information on hand to make a prediction, it was agreed to request a formal statement on the possibilities from the project architects.

B. Units B and C (H. A. Lott, Inc., \$6,301,635.61)
(August 1, 1964)1. Contract

In order that the projects may be started and the time schedule maintained, Mr. Alan C. Farnsworth of H. A. Lott, Inc., agreed to start construction without waiting for approval from the Federal Government, in keeping with the College's proposal of December 21, 1962. The proposal and Mr. Farnsworth's letter of January 2, 1963 are attached to and made a part of the Minutes. (Attachment No. 451, page 1319)

2. Progress

The contractor has stripped the top soil from the site for Unit B and is in the process of installing the fence.

The fence has been staked off for Unit C.

Mr. Barrick reported that he has requests out for bids from concrete testing organizations.

2270. Dormitory Financing

The revised financial proposal was completed by the Regional Office of HHFA during the holidays and forwarded to Washington for approval on December 30, 1962. The revision contains a strong recommendation from the Regional Office that the financial arrangement be approved promptly, as the College must maintain its construction schedule in order to have the halls at the time of need.

2271. Faculty Dining RoomFood Service

Mr. Barrick reported that Miss Kirkwood of his office has been working with Mrs. Morse, Food Service Manager of the Student Union, on various means to improve the food service. Various possibilities of a cafeteria line were discussed. Mrs. Morse felt that she can provide table service without an increase in cost for a limited menu. It was agreed that a check would be made with Dr. Vigness, who is Chairman of the Faculty Dining Room Committee, to see if his committee would like to try table service.

2272. Housing (Other) and Food ServiceA. Married Student Housing

Mr. Killgore reported on January 7, 1963, that he is ready to finish out the first building block. This first building is due to be completed by the last of February, 1963, weather permitting.

2272. Housing (Other) and Food ServiceB. Consultant

The possibilities of getting one consultant who could help with both the long-range plan and the proposed food service survey were discussed. It was agreed that it is not possible to find both in one person. There are a good many food consultants but there seems to be no one who is a professional consultant on long-range dormitory planning.

After considering all the information on hand, it was agreed that it would be necessary to get someone in charge of an outstanding dormitory system in one of the major schools to help with the long-range plan. It was felt that Mr. Newell Smith, Director of Housing at Wisconsin, and Mrs. Alice Nelson, Director of Housing at Indiana, were the two who seemed to be qualified. After discussion, Mrs. Bates was requested to call both of them to see if they would be willing to serve and if they could come to Texas Tech at the same time, if President Goodwin and the Board approve. It was felt that the cost would not be very great to have both and since they represent somewhat different philosophies, a positive result would seem to be indicated.

It was agreed that the food consultant should be selected and his services begin after the long-range planners have made their visit, if approved. Information had been considered previously on Mr. Arthur Dana of New York, and Mr. Fred Schmid of Los Angeles. The names of Mr. Mathew Bernatsky of Cornell and Mr. Davidson of Pennsylvania were introduced. After consideration of the four, it was agreed to recommend Mr. Arthur Dana.

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Mrs. Bates left the meeting at 3:20 p.m.

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2273. Incinerator - Campus-wide

Mr. Downing reported that he has been working with Snook & Aderton, who are representatives for Plibrico Company. The company has sent a survey sheet which he is in the process of completing. The information needed is the type of waste, tonage, etc. As soon as the survey is complete, the information will be submitted to the company and the company will, in turn, send us information on what other schools and municipalities of our size are doing, along with estimated costs and other pertinent information.

Mr. Urbanovsky also is seeking information on incinerators.

2274. Killgore Beef Cattle Center (\$500,000)

A letter from Mr. Barrick dated January 3, 1963, is attached to and made a part of the Minutes. (Attachment No. 452, page 1320)

Mr. Barrick presented the architectural plans which Mr. Short sent down by bus on January 4, 1963. The plans are incomplete and contain some deviations from the preliminary plans as approved by the Board at the last meeting. Mr. Barrick has requested Mr. Short to conform to the revised preliminary plans as approved by the Board of Directors.

Some apprehensions were expressed as to whether or not it would be possible to bid the project in time for the February Board meeting, and it was agreed that Mr. Short would be invited to the campus to give us the benefit of his thinking on having the bids in time for the February 9, 1963 meeting of the Board of Directors.

2274. Killgore Beef Cattle Center (\$500,000)

Mr. Barrick reported that Mr. Short told him over the telephone that he had cleared the revised plans with the Killgore Trustees.

The mechanical portion of the plans is scheduled to be completed today but a copy of the plans has yet to arrive.

Mr. Barrick reported that the plans for the feed mill are in order and are being printed at the present time.

2275. Library (J. M. Odom Construction Company, \$2,146,379)Garden RoomFurniture (Evans-Walsh, Inc., \$21,170.20)

No information has been received to solve the marking of the floor by the feet on the swan chairs.

2276. Library, Old (Turner Construction Company, \$119,296)

Mr. Barrick reported that the contractor has been requested to push the classrooms at the expense of the offices as some delays in construction have been experienced due to some late changes in plans. The classrooms will be ready for the second term and, in addition, the portion for the AFROTC will be ready by that time. The portion for the Army ROTC will be the last to be completed. The classroom furniture is on hand.

A question was raised on the provision of the rifle range. It is presently under the Air Force building which is so close to the Architecture-Computer building that it constitutes a fire hazard. Mr. Urbanovsky was asked to check on a solution. (Since the meeting, the representatives of the Navy and Marines have said that their future facilities will include a rifle range and that arrangements could be made for its use.)

Mr. Taylor was requested to coordinate the installation of the furniture on hand and the move to the building. Also, he was requested to check on the office furniture.

2277. Museum

The Chairman reported that it has been arranged with Mr. Wilmer Smith and Dr. Holden to proceed with the request for funds for the Agricultural portion of the Museum system on the basis that a site would be selected from several on Fourth Street in keeping with the Board's statement.

2278. Nursery School

President Goodwin referred Dean Dean Tinsley's letter of January 4, 1963 to the CPC. The letter is attached to and made a part of the Minutes. (Attachment No. 453, page 1321)

The CPC first felt that the Bookstore should be enlarged in time for the fall rush in September, 1963. The more the problem was studied, the clearer it became that Home Economics would be affected by any major addition to the Bookstore. In order not to disturb Home Economics at a time when there would be no solution to the problem created there, it was agreed to postpone the enlargement of the Bookstore for one year to provide more time for study.

Mr. Downing was requested to check to see if it would be possible to move the existing building. Part of it is on a concrete foundation.

2278. Nursery School

The Chairman was requested to check on the space needed if the building cannot be moved and it is necessary to provide facilities at another site. Any prediction would need to include the possibilities that the President's home could revert some day to its original use.

The possibility of a site for the Nursery School Building was discussed with the feeling that it would hardly be feasible to provide one in the vicinity of the old Home Management House.

2279. Psychology and SpeechA. Construction Progress

The contractor has installed the fence, stripped the top soil, dug the foundation for the Speech portion and is digging the foundation for the Psychology facilities. In addition, holes are being dug for the footings.

B. Speech and Hearing Clinics

Mr. Alan C. Farnsworth of H. A. Lott, Inc., has agreed that the College may reinstate Alternate No. 3 for the sum of \$28,000 as originally bid, provided the Company is formally notified by March 1, 1963. A copy of his letter is attached to and made a part of the Minutes. (Attachment No. 454. page 1322)
Alternate No. 3 covers the Speech and Hearing Clinics.

C. Equipment

Mr. Taylor was requested to check on the equipment needed.

2280. Signs on Campus

Mr. Urbanovsky reported that the sign question is still under study and progressing very slowly. However, he hopes to have various recommendations for consideration in time for the next Board meeting.

2281. Student Union

Mr. Downing reported that the equipment is being purchased for the connection of the old portion of the Student Union to the new chilled water station and that the equipment is being dismantled for move to the Women's Gymnasium.

2282. Telephone System

After thorough study, the Chairman announced that arrangements have been made to procure the additional 14 outgoing trunk lines as recommended by the Telephone Company as a result of the study.

2283. UtilitiesA. Provisions for Utilities to New Women's Dormitory
and Psychology and Speech
(W. B. Abbott, Jr., Building Contractor - \$101,357)

Mr. Mason reported that the project is probably 98 per cent complete, all services are now available to the dormitory, and the contractor has made good progress and done good work.

2283. UtilitiesB. Sewage Outflow Line to the North1. Construction Progress

Mr. Mason reported that progress is excellent. About two-thirds of the pipe is in place.

2. Lift Station

The site of the lift station has been moved between 30 and 40 feet to the east in order to provide for Indiana Street in case it should ever go through the campus. The excavation is being prepared at this time and the change order will be based on the unit cost as bid.

2284. West Engineering Building (1961-62, \$7,000)Air Conditioning

Mr. Downing reported that the installation is complete.

2285. Women's GymnasiumAir Conditioning

Mr. Downing reported that the equipment for air conditioning is being moved from the Student Union to the Women's Gymnasium at the present time.

M. L. Pennington
Chairman

Campus Planning Committee
January 10, 1963
Attachment No. 451
Item 2269 B 1

H. A. Lott, Inc.
Contractors & Engineers

P. O. Box 25005 Houston 5, Texas
Phone: GYpsy 4-5891

2 January 1963

Mr. M. L. Pennington
Vice President and Comptroller
Texas Technological College
Lubbock, Texas

Dear Sir:

We enclose herewith the executed original of your letter agreement of December 21, 1962, concerning construction of the new men's and women's dormitories at Texas Technological College.

Yours very truly,

H. A. LOTT, INC.

By /s/ Alan C. Farnsworth

Alan C. Farnsworth

ACF/B(b)

cc: Mr. Nolan E. Barrick
Associated Architects
& Engineers of Lubbock
Mr. Homer May

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the Vice President
and Comptroller

December 21, 1962

Mr. Alan Farnsworth, President
H. A. Lott, Inc.
P. O. Box 25005
Houston, Texas

Re: Texas Technological College
New Dormitory and Dining
Facilities for Women
HHFA Project CH-Tex-150(D), Unit B

New Dormitory and Dining
Facilities for Men
HHFA Project CH-Tex-150(D), Unit C

Dear Mr. Farnsworth:

The Texas Technological College hereinafter called the Owner hereby expresses the intent to enter into a contract with H. A. Lott, Inc., hereinafter called the Contractor for the construction of the New Dormitory and Dining Facilities for Women, currently identified as HHFA Project No. CH-Tex-150(D), Unit B, and Dormitory and Dining Facilities for Men, currently identified as HHFA Project No. CH-Tex-150(D), Unit C, not later than March 1, 1963, it being agreed that approval of the said project by the Housing and Home Finance Agency shall be prerequisite to the execution of said contract.

It is agreed that the contract and all the work performed under the following authorization shall conform in all respects to the plans, specifications and documents prepared by the Associated Architects and Engineers of Lubbock which formed the basis for your proposal dated December 5, 1962, in the amount of \$3,749,000 plus certain assigned proposals for plumbing, heating, ventilating and air conditioning work; electrical work; built-in furniture; and elevators in the aggregate total of \$2,478,287 plus 3% of said amount of \$74,348.61. The net amount of the contract shall be \$6,301,635.61. All provisions relative to liquidated damage set forth in the original proposal of December 5, 1962, shall be applicable.

In compliance with the foregoing intent of the Owner, you are hereby authorized to commence the work prior to executing the contract on such date as may be set forth in a work order from the Owner, it being agreed that such authorization shall not obligate the Owner to an expenditure of more than \$200,000 and that the cost of work performed beyond that total amount shall be at the risk of the contractor.

The work to be performed prior to the execution of the contract shall conform in all respects to the plans, specifications and documents prepared by the Associated Architects and Engineers of Lubbock which formed the basis of your proposal of December 5, 1962.

Mr. Alan Farnsworth

Page 2

December 21, 1962

It is specifically agreed that in the event approval of the project by the HHFA is not secured, the Owner shall not be further liable and construction shall be terminated at the limit specified above.

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

/s/ M. L. Pennington
M. L. Pennington
Vice President and
Comptroller

MLP:g(b)

cc: Mr. C. I. Wall
Dr. R. C. Goodwin
Mr. Nolan E. Barrick
Mr. John G. Taylor
Associated Architects
& Engineers of Lubbock

The contractor hereby agrees to commence work prior to execution of the contract as outlined above and to enter into a contract with the Owner not later than March 1, 1963, subject to the conditions specified.

/s/ Alan C. Farnsworth
H. A. Lott, Inc.
Houston, Texas

1320

Campus Planning Committee
January 10, 1963
Attachment No. 452
Item 2274

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the Supervising Architect

January 3, 1963

Mr. M. L. Pennington
Vice President and
Comptroller
Campus

Dear Mr. Pennington:

Re: Killgore Beef Cattle Center

I regret to notify you that I have received word from Mr. George Short that he has been unable to complete the engineering phases of the referenced project as of this date. He informs me that the architectural drawings are completed insofar as possible and that the entire work will be finished one week hence.

I requested Mr. Short to forward to this office a copy of everything that is complete to date for our examination.

Very truly yours,

/s/ Nolan E. Barrick

Nolan E. Barrick, A.I.A.
Supervising Architect

NEB:ml(b)

Campus Planning Committee
January 10, 1963
Attachment No. 453
Item 2278

TEXAS TECHNOLOGICAL COLLEGE

SCHOOL OF HOME ECONOMICS

Lubbock, Texas

Office of the Dean

January 4, 1963

Dr. R. C. Goodwin
President
Tech Campus

Dear Dr. Goodwin:

From reading the minutes of the Campus Planning Committee I am aware of the probable plans for expanding the size of the present bookstore facilities. I would like to present for the consideration of the Campus Planning Committee, the proposal to move the Nursery School from its present location to a site very near the old home management house. This would put all of our Child Development laboratory facilities in one location since we are now operating two laboratories in the old home management house. The cost of such a move would be nominal and it would reduce the traffic jams to some extent since the parents would deliver and pick up their children from the Broadway Street entrance north of Doak Hall.

It goes without saying that I consider the Nursery School Building an essential part of our operation until we can provide modern suitable permanent facilities which we hope can come from the 1968 building funds. Regardless, however, the present building can be even more effectively used in the location I have proposed than in its present location.

Very sincerely yours,

/s/ Willa Vaughn Tinsley

Willa Vaughn Tinsley, Dean
School of Home Economics

t(b)

Campus Planning Committee
January 10, 1963
Attachment No. 454
Item 2279 B

H. A. Lott, Inc.
Contractors & Engineers

P. O. Box 25005
Phone GYpsy 4-5891

Houston 5, Texas

21 December 1962

Mr. M. L. Pennington
Vice President & Comptroller
Texas Technological College
Lubbock, Texas

REFERENCE: Speech and Psychology Facilities
Texas Technological College
Lubbock, Texas

Dear Sir:

Texas Technological College may reinstate Alternate No. 3 for the sum of Twenty-Eight Thousand Dollars (\$28,000.00) as originally bid provided we are formally notified by March 1, 1963.

Yours very truly,

H. A. LOTT, INC.

By /s/ Alan C. Farnsworth
Alan C. Farnsworth

ACF/B(b)

cc: 2 Addressee
Nolan Barrick, AIA
Associated Architects
& Engineers of Lubbock
Homer May

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 175

February 4, 1963

A meeting of the Campus Planning Committee was held at 1:30 p.m. on February 4, 1963 in Room 120 of the Administration Building. Members present were Mr. Nolan E. Barrick and Chairman M. L. Pennington. In addition, Mr. O. R. Downing, Mr. Robert L. Mason and Mr. John G. Taylor were present.

2286. Approval of Minutes

On motion by Mr. Barrick, the Minutes of Meeting No. 174 were approved.

2287. President's Approval of Minutes

The Chairman reported that President Goodwin approved the Minutes of Meeting No. 174 on January 22, 1963.

2288. Antenna Farm

A. Illinois Project

Illinois has received the Texas Tech proposal but has been held up pending transferal of funds from BuShips to the Office of Naval Research in Washington. As soon as the proper work involved in setting straight the account has been completed, the Illinois Board of Trustees will act on the proposal.

The antenna has been installed and is complete with the exception of brazing the joints in the ground screen. This can be finished this week. Work is started on the building to house the transmitter.

B. Stanford Project

Stanford has accepted the Texas Tech proposal and has shipped the transmitter antenna for installation. The proposal is on a purchase order basis. It is now time to send out requests for bids on mounting of the antenna. The equipment will be installed in the building now under construction on the Fourth and Quaker site.

Dr. Spuhler has reported that he expects to be in operation on this phase of the project by the first of next month.

2289. Bookstore

A copy of the meeting of January 23, 1963 is attached to and made a part of the Minutes. (Attachment No. 455, page 1329)

Mr. Downing has found that the Nursery School does have wood floors and can be moved. Mr. Barrick reported that an 80' addition to the Bookstore will interfere with the Nursery School. It was agreed to continue the study with the new aspects in mind.

2290. 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 excellent and delivery of furniture is now a bit ahead of schedule.

A few weeks ago, it looked as if the hall could not be completed until sometime during the first semester of summer school. The picture has changed a good bit as shown in the attached letter from Mr. R. C. Messersmith, which is attached to and made a part of the Minutes. (Attachment No. 456, page 1330)

It is recommended that Mr. Urbanovsky begin to prepare the plan and specifications for the parking lots, walks, roads and landscaping.

B. Unit B (H. A. Lott, Inc., \$3,788,420.48 - August 1, 1964)

The adverse weather has delayed the contractor a bit but he has made good progress. The fence has been installed, most of the excavation is done and footings are being poured at the moment.

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

The fence has been installed, the project has been staked off and the excavation is in process.

D. Concrete Testing

After considerable discussion, it was agreed to attach the full file and refer the matter to the Board of Directors. Attached to and made a part of the Minutes are Mr. Barrick's letter of January 16, 1963, Texas Testing Laboratories' bid of January 14, 1963, Mr. Barrick's letter of January 21, 1963, Mr. Cretien's letter of January 21, 1963, and Mr. Barrick's letter of February 4, 1962. (Attachment No. 457, page 1331)

2291. Dormitory Financing

Notice was received from Washington that the loan for Units B and C were approved on January 21, 1963 in the amount of \$6,850,000.

The loan agreement arrived on February 2, 1963 and is being checked out.

The Regional HHFA Office has requested that all contract documents be submitted as soon as possible for checking.

The target date to wind up the loan agreement and all contract documents is February 9, 1963 at the meeting of the Board of Directors.

2292. Faculty Dining RoomFood Service

Dr. David Vigness, Chairman of the Faculty Dining Room Committee, has announced that table service will start on a trial basis on February 4, 1963.

2293. Housing (Other) and Food ServiceA. Married Student Housing

Mr. Killgore reported on February 2, 1963 that the first building will be completed around April 1, 1963. Inclement weather delayed completion of this unit as previously reported.

2293. Housing (Other) and Food ServiceB. Consultant

A meeting was held on January 31, 1963 with all involved in the operation of the dormitory present, and a list of the items which the consultants should consider was developed. A copy of Mrs. Bates' letter of February 2, 1963 to the consultants is attached to and made a part of the Minutes. (Attachment No. 458, page 1332)

President Goodwin has approved the engagement of Mr. Newell Smith, Director of Housing at Wisconsin, and Mrs. Alice Nelson, Director of Housing at Indiana.

At an earlier meeting, it was agreed to recommend Mr. Arthur Dana as a Food Service Consultant after the visit by the two long-range consultants.

2294. Incinerator - Campus-Wide

Mr. Downing reports that he is still in the process of assembling data.

2295. Killgore Beef Cattle Center (\$500,000)

The situation is pretty well summarized in Mr. Barrick's letter of January 16, 1963 which is attached to and made a part of the Minutes. (Attachment No. 459, page 1333)

Due to the impossibility of securing bids in time for the Board of Directors meeting on February 9, 1963, it was agreed to request the Board of Directors to authorize the taking of bids and the Building Committee to award a contract between meetings or the Board approve the award by telephone in order not to wait until April for approval, if possible.

Feed Mill

The plans and specifications for the bidding of the feed mill have been completed for some time. It was agreed that it would be preferable to bid the feed mill at the same time the Beef Cattle Center is bid.

A good bit of study has been made from time to time in an attempt to secure someone to supervise the construction of the feed mill. It was agreed that Mr. J. P. Smith, Farm Manager, could handle the supervision with help from College personnel with the understanding that anyone from the College could be there within two hours or so if needed.

2296. Library (J. M. Odom Construction Company, \$2,146,379)Garden RoomFurniture (Evans-Walsh, Inc., \$21,170.20)

Mr. Barrick has recently received a letter from Mr. Walsh in which he stated that he has followed up with the manufacturer to take remedial steps to prevent the feet of the swan chairs from marking the floor and that he would come to Lubbock to remedy the situation as soon as the manufacturer lets him know how it can be done.

2297. Library, Old (Turner Construction Company, \$119,296)A. Construction

All classrooms were placed in service at the beginning of the second semester, although the work is not quite complete. Some of the hardware has yet to be delivered. It looks as if the contractor could finish the project by about the middle of February.

B. Equipment

Mr. Taylor reported as follows:

All classroom equipment has been purchased and installed.

The office furniture has either been delivered or ready for delivery on call.

Two raised platforms are still needed along with two amplifiers with lavalier microphones.

2298. Museum

A copy of the letter from Mr. Mark Hailey, President of the West Texas Museum, is attached to and made a part of the Minutes. (Attachment No. 460, page 1334)

2299. Naval Training Center

In 1958, the Navy asked for an extension of the time of the lease of the site at the corner of College and Eighth Street. The Board of Directors declined to renew it beyond 1968 as the site has become too valuable to the College but offered space on Fourth Street.

Several meetings have been held recently with the representatives and a copy of the official request has been received. The request submitted by the Navy has a 350' frontage and runs all the way to the P&SF Railway right of way and would contain 6.5 acres more or less.

After reviewing the file and considering the various aspects of the request, the CPC was of the opinion that the amount of space requested is unjustified at the moment. It was agreed to request through Commander Hewitt of the local Naval Training Center, that someone be sent to Lubbock to justify the amount of space requested or to reduce the request.

(Mr. Barrick notified Commander Hewitt of the Campus Planning Committee's request on February 4, 1963. As requested, Commander Hewitt called the Eighth Naval District Headquarters and reported to the Chairman on February 5, 1963. He said a front of 300' will suffice and it would reduce the acreage to approximately 5.5'.

(It was agreed, subject to approval of the other members of the CPC, to request the Board of Directors to approve a request to the Legislature to authorize the Board to approve a tract of land not to exceed 5.5 acres in lieu of the present site. Such procedure would authorize the transfer but allow more time for the development of need and justifications.)

2300. Nursery School

As mentioned under the items on the Bookstore, Mr. Downing has found that it is possible to move the Nursery School.

If it is moved, Dean Tinsley would like to have it behind the Home Economics Building.

2301. Other ItemsChecking Station for State Comptroller

The State Comptroller has had to abandon the capacity checking station in Plainview and has found that it would be more expeditious to relocate it in Lubbock. He is required to relocate it on State land and has asked the College if it would be possible to procure a piece of land 75' x 150' on which he could install a small building and measuring station.

Dean Thomas, Mr. Gosdin and Mr. Taylor checked the entire campus for possible sites. The preferred site, if there is to be one, is at the northwest corner of the college farm in the area which was cut off by the highway loop. The City is installing a water-line to the area now and water is essential for measuring purposes.

A copy of a memorandum from Mr. Taylor, dated January 14, 1963, is attached to and made a part of the Minutes. (Attachment No. (Attachment No. 461, page 1335))

After consideration, it was agreed to recommend to the Building Committee that the space needed by the State Comptroller be made available with the understanding that if the College should ever need the site in the future, the State Comptroller would agree to vacate the site. The College would reserve the right to approve the improvements placed on the land and other procedures if the recommendation is approved.

2302. Physical Plant Facilities

The CPC agreed to recommend a contract award in the amount of \$1,980 to Lydick Roofing Company, Inc., of Lubbock, the low bidder, to install a roof drainage system on the Physical Plant facilities in keeping with the plans and specifications prepared by the Supervising Architect, the amount to be paid from the Special Projects Account. The bids were as follows:

- | | |
|----------------------------------|---------|
| 1. Lydick Roofing Company, Inc., | \$1,980 |
| 2. Hamilton Roofing Company | 3,338 |
| 3. Plains Roofing Company | 3,577 |

2303. Psychology and Speech (H. A. Lott, Inc., \$883,000)
(January 22, 1964)A. PsychologyConstruction Progress

The contractor is making good progress. The fence is installed, most of the excavation is completed and footings are being poured.

B. SpeechConstruction Progress

The contractor is making good progress. The fence is installed, most of the excavation is completed and footings are being poured.

C. Equipment

The equipment requests are beginning to come in and it will be some time before all have been received.

2304. Signs on Campus

As Mr. Urbanovsky is conducting the Southwest Park and Recreation Training Institute Workshop at Lake Texoma, Oklahoma, this week, the report will be made later.

2305. Student Union

The order for pipe to be used to connect the old portion to the Central Chilling Station has been placed and the installation will begin as soon as it arrives.

2306. Telephone System

The new trunk lines have helped the overload to some extent. Complaints have been reduced; however, the Telephone Company will need to make another study before an accurate evaluation can be determined and the study should be made within the next several weeks.

2307. UtilitiesA. Provisions for Utilities to New Women's Dormitory and Psychology and Speech

(W. B. Abbott, Jr., Building Contractor, \$101,357)

Construction Progress

Mr. Mason reported that the project is essentially complete and the final inspection will be held within the next week or so.

B. Sewage Outflow Line to the North

(Panhandle Construction Company, \$50,594.90)

Construction Progress

Mr. Mason reported that the pipe is all installed and work on the lift station is progressing nicely. The scheduled completion date is March 15, 1963, and it looks as if the contractor will finish prior to that time.

2308. Women's GymnasiumAir Conditioning

Mr. Downing reported that the equipment has been moved into the equipment room and he is ready to start the installation.

M. L. Pennington
Chairman

The meeting adjourned at 3:30 p.m.

Campus Planning Committee
February 4, 1963
Attachment No. 455
Item 2289

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the Vice President
for Business Affairs

BOOKSTORE EXPANSION

On January 21, 1963, Mr. W. C. Cole, Mr. Ellis Forman, Mr. Nolan E. Barrick and M. L. Pennington met to discuss basic problems in the enlargement of the Bookstore. It was agreed that it would be well to plan the enlargement of the Bookstore to accommodate 20 to 24 thousand students, at least, if sufficient funds are available. Also, it was agreed that the needs of the School of Home Economics for a Nursery School must be taken into consideration before a solution can be recommended for the Bookstore.

The question of location was discussed and since many bookstores are located within the Student Union, the possibility of doing so at Texas Tech was discussed again. It was felt that it would be impossible to expand the Student Union in order to accommodate the Bookstore. When the Union was enlarged, the possibility of locating the Bookstore within the Union was discussed at that time and the estimated cost was in the vicinity of \$350,000 and it was felt not to be practical at that time. It was agreed that it seemed best to eliminate the Union as a site for the Bookstore.

Whether or not there should be more than one store was next discussed. Mr. Cole mentioned that business might be a bit better in more than one store but the stocking of books is extremely difficult. There is no way to determine just which students will go to a store for a particular book and if the book is not on the shelf, often the store will lose the student as a customer. The same condition does not necessarily apply for supplies. We must provide supplies and the Annex is a supply center. It is necessary for the Texas Tech College Bookstore to provide the students with all of their needs which is an obligation that other stores do not have. As a result, we cannot choose just what we wish to sell in the Bookstore.

Textbooks should be consolidated in one place. If nothing else, the books could be consolidated in the present store and the Annex could continue to handle supplies; if necessary, there could be more than one Annex.

Books are a tremendous problem to secure the names, order and distribute if there is more than one store as it is not possible to know what student will go to which store. It would be necessary to stock books in each for all classes and each discipline.

At the present time, the more expensive supplies are handled only in the main store. The Annex handles expendable supplies for which there would be repeat sales.

The present Textbook Department is very tight as far as space is concerned. There were problems last fall and the additional students, new courses and the honors program have caused even more serious crowding.

Whether or not it would be possible to keep the store open for longer hours was discussed. Mr. Cole was of the opinion that keeping the store open in the evenings would cause a great many handling complications. The store has been open on Saturday afternoons after advertising the fact, and the students just did not come by. It was agreed that it might be possible to use KTXT-FM, in addition to The Toreador, for future advertisements.

BOOKSTORE EXPANSION - January 23, 1963

What do others do? Mr. Cole and Mr. Forman follow the trends in the Bookstore Journal, which carries stories of new stores and expansion projects from across the nation. Some schools do have branch stores; some managers feel that if there must be more than one store, it is better to have branches and not separate stores. The consensus seems to be that there should be one store for textbooks and the branches, if there are any, should handle supplies. The main store should, of course, handle supplies too. All present agreed to the philosophy.

The idea of expansion started as additional space is needed for textbooks only. The proposed basement would provide storage for books and supplies and free some of the space on the ground level for needed sales areas. The possibility of recapturing valuable sales space in the inside lobby was discussed with the feeling that some of it could be used. It would be necessary to change the check-out stations and the system. However, it was felt that it could be done.

It was felt that it would be possible to add an 80' x 80' addition to the north of the present store without affecting the Nursery School very much. The addition could be three floors, with a basement, ground level and second floor. The offices, lounges and toilets could be put on the second floor but it is not necessarily advisable to include the toilets on the top floor. The moving of the facilities would provide more floor space at ground level.

As for future expansion, it would be possible to build to the west of the proposed section and it would require the space now occupied by the Nursery School.

If more than the 80' x 80' addition were made, there would be budget problems at this time also.

The importance of parking to Bookstore sales was discussed and it was agreed that there is some connection. However, it was felt that the 80' x 80' addition could provide no additional parking spaces. In the future, if the Nursery School were removed and a Bookstore Addition built on the site, it would be possible to enlarge the parking in front of the store to some extent.

The possibility of special sales areas on the second floor was discussed and it was agreed that it would be well to have special sales areas for items of student interest, such as, perhaps, a Photography Department.

After rather thorough consideration, it was agreed that it looks as if an 80' x 80' three-story addition would be the best at the moment and it would not be necessary to interfere with the Nursery School at this time. The addition would not interfere with future expansion on the site. It was felt that another addition would not be necessary until 1970 and by that time there would be funds to move and improve the Nursery School facilities.

Mr. Cole and Mr. Forman took the preliminary plans to study. Another meeting will be held when they have completed their study.

/s/ M. L. Pennington

M. L. Pennington
Vice President for
Business Affairs

Campus Planning Committee
February 4, 1963
Attachment No. 456
Item 2290A

C
O
P
Y

January 31, 1963

Mr. Nolan E. Barrick, A.I.A.
Supervising Architect
Texas Technological College
Lubbock, Texas

Re: Dormitories for Women, HHFA Project CH-TEX 150 (D) - Unit A

Dear Sir:

To confirm our telephone conversation of this date, the following schedule has been agreed to by the Contractor for the referenced project:

- (1) March 15, 1963: The Contractor to complete exterior grading and remove all materials, sheds, etc. in order to allow Owner to begin sitework.
- (2) March 15, 1963: The Contractor to substantially complete all work in Kitchen Area in order to allow installation of Kitchen Equipment to begin.
- (3) May 1, 1963: The Contractor to complete all work in the 'B' Section (East Dorm., 404 student capacity plus 2 apartments).
- (4) May 1, 1963: The Contractor to complete all work in the 'A' Section (Kitchen, Dining Hall, Lounges, Offices, etc.).

The Contractor hopes that he might be able to complete the entire job by May 1, 1963; however, it will depend on the prompt arrival of furniture. Because of delays previous to this time, the Contractor does not feel he can assure you of the entire completion by May 1. However, it seems probable that the last section ('C') can be finished by June 15 which would allow you to use that section for the second summer semester if you so desired.

Realizing that the college will have to accelerate the Kitchen Equipment contract already awarded as well as the sitework and purchasing of furniture, we have assured the Contractor that you will notify us within a week if you wish to proceed with the above schedule. It will require his adding personnel to accelerate his schedule, but he is anxious to do so if you so desire.

Please call us if we can be of any further assistance in this matter.

Very truly yours,

Associated Architects & Engineers of Lubbock

R. C. Messersmith

cc: H. A. Lott, Houston & Lubbock
Architects Job Office (3)

Campus Planning Committee
February 4, 1963
Attachment No. 457
Item 2290D

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the Supervising Architect

January 16, 1963

Mr. M. L. Pennington
Vice President and
Comptroller
Campus

Dear Mr. Pennington:

Re: New Dormitories and
Dining Facilities
Project CH-Tex 150(D)
Units B and C
Concrete Testing and Control

Approximately two weeks ago this office invited the five testing laboratories available in this area to submit proposals on the complete control and testing of concrete for the new dormitory for women and new dormitory for men. We asked for unit prices on the following categories of work:

1. Concrete mix design and verification cylinders for all classes of concrete specified (both lightweight aggregate and hardrock).
2. Control of batch mixing at the plant and job site placing of concrete.
3. The taking, testing and curing of cylinders.

All of the firms invited submitted proposals and these proposals were opened at 2 p.m. on 15 January 1963 in the Office of the Supervising Architect in the presence of two representatives from Texas Testing Laboratories, one representative from Trinity Testing Laboratory, Mr. Felty and myself. The information requested was specific in certain regards but we required in addition to unit costs a detailed explanation of the method of operation. Since the operation varies somewhat from one organization to another, we have tried to evaluate the extent of services offered in order to arrive at a reasonable recommendation. We are tabulating herein the unit prices which are applicable and will try to summarize the conditions of the operations as they affect our recommendation for the award of the work. You will please note that four of the five contemplated the use of two men, at least for a portion of the work. This accounts for the divergence in the costs.

	Mix Design	Control Hardrock	Testing Cylinders	Esti. Amt.
<u>Dyess</u>	\$45.00 ea. (1st)	.95	\$5.00 ea.	\$20,500
<u>Testing</u>	\$15.00 ea. Addi.	2 men		2 men
<u>Laboratory</u>	6.00 Verification cylinder			
<u>Engineers'</u>				
<u>Testing</u>	No charge	\$1350/mo., 1st man	No charge	\$20,700
<u>Laboratory</u>		\$1250/mo.	for normal cylinder	2 men
1 man - 10 months		additional man	\$3.50 ea. for special Field	
1 man - 6 months			lab furnished	

Mr. M. L. Pennington
January 16, 1963

<u>Southwestern</u>	\$45.00 ea. (1st)	.50 - 1 man - .60	\$5.00 ea.	
<u>Laboratories</u>	15.00 ea. additional		f.o.b.	
	6.00 ea. verification cylinder	.95 - 2 men -1.15	Midland	
			10¢ per mi.	
			\$12.00 per day	
<u>Texas Testing</u>		Plant inspection		
<u>Laboratories</u>	No charge	.50 .60	\$5.00 ea.	\$12,500 one man
<u>Trinity Testing</u>				
<u>Laboratories</u>	\$183.00	.95 \$1.15	\$5.00	
			will set	\$18,000
			up labo-	2,500
			ratory	\$20,500
			in	two men
			Lubbock	

On the morning of 16 January 1963 I met with the Architects, John Stuart, Bob Messersmith and Calvin Craig, to discuss the various proposals and to secure their advice and counsel on the matter. Together we went to examine facilities currently being installed by Dyess Testing Laboratory. After lengthy discussion, we arrived at the following consensus:

1. Dyess Testing Laboratory. Although this is a new laboratory which is being installed, Mr. Harlan Dyess has been one of the key employees of the Trinity Testing Laboratories for a number of years, most recently in Midland. He apparently has substantial backing and has submitted to us a list of equipment which he is having installed. I have received a number of fine letters of recommendation from responsible engineers, architects and public works administrators, all of whom have had previous experience with his personal service while he was an employee of Trinity Testing Laboratories. We feel that the experience record submitted by Mr. Dyess is adequate to support an award of the contract to him. He further assured us that although he quoted his unit price for concrete control based only on the services of two men, charges for two men will only be applied to those batches of concrete which require continual and simultaneous supervision at the batching plant and at the job site. For a portion of the work, at least, one inspector can take care of the job adequately. This is borne out by the quotation from Engineers' Testing Laboratory. Where one inspector is to be used, the unit prices will amount to 50¢ per cubic yard for hardrock concrete and 60¢ per cubic yard for lightweight concrete.
2. Engineers' Testing Laboratories, Inc. The proposal submitted by Engineers' Testing Laboratories was a very competitive one. We felt, however, that it should be dropped from active consideration inasmuch as the total cost would depend entirely upon the length of the construction period rather than the amount of concrete being placed. The College would therefore be committed to paying for services that might not be rendered at any given period due to weather conditions beyond the control of the Contractor. If construction extended over an unreasonable period, the over-all cost for concrete control would run out of line. A field laboratory would be set up in Lubbock.
3. Southwestern Laboratories. While the proposal submitted by Southwestern Laboratories offered unit prices that appear to be competitive, the fact that the proposal was based on shipping cylinders from Lubbock to Midland, f.o.b. Midland, for testing was considered to be quite undesirable and would result in an additional expense. The fact that during much of the time inspectors would be

Mr. M. L. Pennington
January 16, 1963

required for days of continual service would also increase the per diem cost of the service. We therefore recommend that this company be dropped from consideration.

4. Texas Testing Laboratories, Inc. The proposal of Texas Testing Laboratories appears to be based on the employment of a single inspector. This organization has agreed to return Mr. Julian R. Wise to Lubbock for this project but they do not specifically say that he will have continuous assistance on the job. The method of performance outlined appears to be as follows: "Mr. Wise will personally handle this job. He will design the mixes, check the plant, set up the mix, and inspect the materials and manufacture, as specified.

"At the jobsite he will check the slump, make cylinders called for in the specifications and see that they are properly cared for. He will make necessary minor adjustments in the mix to facilitate proper placing. He will check to insure that the concrete is of the correct consistency and aggregate size to fit the forms and reinforcement - eliminating voids and honey comb."

In other words, this method of operation does not vary from that used on the new Library Building and on the dormitory for women now under construction which does not seem to be entirely adequate. It is our opinion that we need more than the amount of work a single inspector can handle and we do not feel that adequate control is likely under these conditions when it has not been entirely satisfactory in the past on projects of lesser scope. When one considers that two dormitories will be under construction at the same time, we seriously question the wisdom of attempting to cover the scope of the work with a single inspector. For this reason we have felt it advisable to recommend against the award of the contract to the low bidder, since we cannot reasonably expect two inspectors to be provided for the cost of one. Texas Testing Laboratories will do the testing in their Lubbock laboratory.

5. Trinity Testing Laboratory. The proposal submitted by Trinity Testing Laboratory is almost identical with the others although the cost of mix designs will amount to a slight extra charge. This laboratory does not have testing equipment available in Lubbock at this time, but will send same if awarded the contract. We do not see any particular advantage in awarding the contract to Trinity Testing Laboratories that we would not enjoy in the award of the work to Dyess Testing Laboratory.

It is our recommendation that the work be awarded to Dyess Testing Laboratory of Lubbock. We would estimate the total amount of concrete to be placed at approximately 18,000 cubic yards and that the cost of control and testing will amount to approximately \$20,000 for both dormitories. This cost is pretty well in line with the services required. We checked the matter with Mr. Alan Farnsworth and he stated that in such circumstances where control was specified as the responsibility of the Contractor, their company usually added one dollar per yard to the concrete to be placed and this usually took care of the situation on a "break even basis".

Mr. M. L. Pennington
January 16, 1963

The \$20,000 cost involved amounts to approximately four times the estimated cost for control of the dormitory presently under construction. This may be accounted for by the fact that we have not been receiving the complete control we have specified in this instance, nor have we been receiving the number of cylinders for testing that we shall require in the future. We feel, however, that our experience in the past on the Library and the dormitory currently under construction would indicate that we should avail ourselves of more complete job of control and testing than we have been securing in the past if we wish to have such control at all. This will naturally be more expensive. It is my understanding that the cost of testing is a part of the project cost that falls within the HHFA funds.

Very truly yours,

/s/ Nolan E. Barrick

Nolan E. Barrick, A.I.A.
Supervising Architect

NEB:ml

Paul D. Cretien,
President

TEXAS TESTING LABORATORIES INC.
Chemists and Engineers
1526 Good-Latimer Expressway
P. O. Box 2144
Dallas 21, Texas

January 14, 1963

Concrete Testing and Inspection,
Dormitories and Dining Facilities for Women
HHFA Project CH-Tex 150 (D) Unit B,
Dormitories and Dining Facilities for Men
HHFA Project CH-Tex 150 (D) Unit C
Texas Technological College
Lubbock, Texas

Office of the Supervising Architect,
Attention: Mr. Nolan E. Barrick, A.I.A.
Room 105, Architecture-Computer Bldg.
Texas Technological College,
Lubbock, Texas

Gentlemen:

We quote as follows on concrete testing and inspection services on the subject projects:

1. Concrete mix designs and verification cylinders for all classes of concrete specified, using both lightweight and hardrock aggregate - - - - - No charge
(This is in line with previous work for the College, in which the mix designs were furnished with concrete plant inspection).
2. Plant inspection of batch mixing and jobsite placing of concrete - \$ 0.50 per cu. yd. (Hardrock)
- 0.60 per cu. yd. (Lightweight)
3. Concrete Cylinders:
Making, picking up, curing, and testing - \$5.00 ea.
(We furnish molds)

Handling the work for us will be Mr. Julian R. Wise. Mr. Wise has had many years experience with concrete inspection and testing, both in our Lubbock and Dallas offices, and with the Texas Highway Department.

Assisting Mr. Wise will be Mr. Robert W. Barkley and Mr. James H. Bunch.

Mr. Barkley is a graduate of Oklahoma University, and was a member of our Dallas inspection department before coming to Lubbock. His studies in mathematics and physics well qualify him as our Technical Director in Lubbock.

Mr. Bunch has had a great deal of experience in laboratory inspection work. Over the past twenty years he has been with the Texas, Ohio and Arkansas State Highway Departments, the Toledo and Trinity Testing Laboratories, with Zachry-Brown Construction Co., Abilene, Texas, and with Obran Construction Co., Nashville, Tenn.

Mr. Duane Tilson, B.S., Texas Technological College, is in charge of our Chemical and Cotton Fiber Testing Departments in Lubbock.

Office of the Supervising Architect
January 14, 1963

Necessary laboratory assistants and office personnel completes our staff.

Equipment includes a 200,000 lb. Tinius Olson Universal Testing Machine, which has been recently calibrated for accuracy by the Campbell Calibration Services. Mr. Campbell's equipment is checked annually by the Bureau of Standards in Washington.

Other equipment includes curing tanks, ovens, scales, air-meters and all necessary instruments and tools.

We have been in operation for over 36 years - 32 years in Lubbock. Our Company or Staff are members of American Council of Independent Laboratories; American Society for Testing Materials; American Concrete Institute; American Chemical Society; American Welding Society; American Society for Metals; Texas and National Society of Professional Engineers; American Society for Civil Engineers; Chemists' Committee, National Cottonseed Products Association; Texas Cotton Association; Referee, American Oil Chemists Society; and others.

Mr. Wise will personally handle this job. He will design the mixes, check the plant, set up the mix, and inspect the materials and manufacture, as specified.

At the job site he will check the slump, make cylinders called for in the specifications and see that they are properly cared for. He will make necessary minor adjustments in the mix to facilitate proper placing. He will check to insure that the concrete is of the correct consistency and aggregate size to fit the forms and reinforcement - eliminating voids and honeycomb.

Reports will be submitted regularly to the office of the Supervising Architect, the office of the Architects, and the office of the Contractor.

Should it appear that the materials furnished or work performed by the Contractor fail to fulfill specification requirements, he will direct the attention of the Contractor to such failure or infringement. If corrective measures are not taken, he will notify the Architect immediately.

Mr. Wise will be furnished whatever help he may need in the proper performance of the work, without further cost to the College.

Yours very truly,

TEXAS TESTING LABORATORIES, INC.

Paul D. Cretien

PDC.r
Enc.

TEXAS TECHNOLOGICAL COLLEGE

Lubbock, Texas

Office of the
Supervising Architect

January 21, 1963

Mr. M. L. Pennington
Vice President and
Comptroller
Campus

Dear Mr. Pennington:

RE: Concrete Testing and Inspection
New Dormitories and Dining
Facilities

On the afternoon of 21 January 1963 I received a long distance telephone call from Mr. Paul D. Cretien at approximately 2:45. By a strange coincidence this was only a few minutes after we had notified Dyess Testing Laboratories that we are preparing to proceed with the work under their supervision.

Mr. Cretien was quite astonished that we should make the award to another laboratory in view of the fact that he had given us such a favorable quotation. I explained to him that in his proposal we clearly deduced that he anticipated the handling of the entire work with a single inspector. We further stated that under the bidding specifications he was entirely correct in quoting us in accordance with his views of how the work would be conducted. We reserve the right, however, to make awards on the basis of services proposed and that in our opinion, based on previous projects, the work could not be satisfactorily executed by a single inspector. In view of this fact we chose to recommend award to one of the other bidders.

I am enclosing a copy of Mr. Cretien's proposal for your examination. He made some rather sweeping statements over the telephone to me that they would provide whatever was necessary to do a good job. I mentioned to him that my interpretation of his proposal specifically stated that Mr. Wise would handle the job personally and the services which he was to perform indicated that he would be both at the batching plant and the jobsite. We did not see how this would be possible although we would have every right to demand it within the framework of his proposal. I call your attention specifically to Page 2 where the statements are made as follows:

"Mr. Wise will personally handle this job. He will design the mixes, check the plant, set up the mix, and inspect the materials and manufacture, as specified.

At the jobsite he will check the slump, make cylinders called for in the specifications and see that they are properly cared for. He will make necessary minor adjustments in the mix to facilitate proper placing. He will check to insure that the concrete is of the correct consistency and aggregate size to fit the forms and reinforcement - eliminating voids and honeycomb."

Mr. M. L. Pennington
January 21, 1963
Page 2

I interpreted these statements to mean that Mr. Wise would personally do all of this work. Mr. Cretien says that he intended to convey that this work would be done under Mr. Wise's supervision. He seemed to place considerable emphasis on the last sentence of his proposal to the effect that "Mr. Wise will be furnished whatever help he may need in the proper performance of the work, without further cost to the College." A statement of this type could be interpreted to mean almost anything. I take the view that the acceptance of this proposal would indicate that we considered proper performance of the work to be possible with one man since the detailed work is all spelled out in that manner. Proper performance is such a vague term that it becomes almost meaningless since one person might consider performance to be quite proper while another considers it to be very inadequate.

I suggested to Mr. Cretien that he might write you directly requesting that his proposal be given additional consideration since he feels that I have misinterpreted the intent.

Under no circumstance do I want to appear to be biased in this instance. I believe the proposal was interpreted in the same manner by all of the Architects who examined it. We did request a clarification from Mr. Dyess relative to his proposal and perhaps Mr. Cretien should be given the same opportunity, since a considerable amount of money is involved. I do not, however, consider it reasonable to anticipate that one laboratory would deliver the same service at approximately \$8,000 less than another when unit prices for the type of work involved are so standardized.

In any circumstance I feel that any altered proposal from Mr. Cretien should clearly set forth what he intends to do relative to inspection of the work and that we not be placed in a position of controversy relative to the "proper performance" of the work or some other vague terminology.

Very truly yours,

/s/ Nolan E. Barrick

Nolan E. Barrick, A.I.A.
Supervising Architect

NEB:ml

TEXAS TESTING LABORATORIES INC.

Chemists and Engineers

1526 Good-Latimer Expressway

P. O. Box 2144

Dallas 21, Texas

January 21, 1963

Paul D. Cretien
President

Concrete Testing and Inspection,
Dormitories and Dining Facilities for Women
HHFA Project CH-Tex 150 (D) Unit B,
Dormitories and Dining Facilities for Men
HHFA Project CH-Tex 150 (D) Unit C
Texas Technological College
Lubbock, Texas

Mr. M. L. Pennington,
Vice President & Comptroller,
Administration Building,
Texas Technological College,
Lubbock, Texas.

Dear Mr. Pennington:

This will confirm our telephone conversation with Mr. Barrick and yourself in which we clarified our quotation of January 14, 1963, on the inspection and testing of concrete for the above named projects.

We agreed to handle the inspection of batch mixing and jobsite placing of concrete at a price of \$0.50 per yard for hardrock and \$0.60 per yard for lightweight concrete. There was a quote of \$5.00 each for cylinder tests.

We stated that Mr. Julian Wise would handle the work, assisted by Mr. R. W. Barkley and Mr. James H. Bunch.

We also stated that Mr. Wise would personally handle the job, from the mix designs on thru the plant inspection and the placing.

In our last paragraph we stated that Mr. Wise would be furnished whatever help he might need in the proper performance of the work, without further cost to the College.

In clarifying these statements, it was intended that two men would be used on the job, Mr. Barkley or Mr. Bunch at the plant and Mr. Wise at the jobsite, with Mr. Wise in general supervision of the entire operation, including the issuance of reports.

As stated, there would be no further cost to the College for this service.

We took this action since on some past work there has been some question as to whether we were rendering full service for the charges made.

We would like to prove that we can render the service required, when that service is spelled out and there can be no misunderstanding by anyone.

Your consideration will be greatly appreciated.

Yours very truly,

TEXAS TESTING LABORATORIES. INC.

/s/ Paul D. Cretien

Paul D. Cretien

PDC.r

TEXAS TECHNOLOGICAL COLLEGE

Lubbock, Texas

February 4, 1963

Office of the
Supervising Architect

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

Dear Mr. Pennington:

RE: New Dormitories and Dining
Facilities for Women and Men
Project No. CH-Tex 150 (D)
Unit B and Unit C
Concrete Testing

I read with a great deal of interest the letter from Texas Testing Laboratories which you forwarded to me recently. My reaction to the reconsideration of our recommendation of the award of the work to Dyess Testing Laboratory, Inc. is not a favorable one since I feel that changes of this type have a tendency to off-set the advantages of competitive bidding. It is clearly my feeling that Texas Testing Laboratory had every opportunity to present as clear and precise a proposal as the four other laboratories had but that they chose to present an outline of the conduct of the work which was very vague and unenforceable insofar as basic details are concerned.

Mr. Cretien chooses to place his entire emphasis on the last sentence of his proposal although the details outlined of work to be accomplished would seem to me to be more meaningful.

Mr. Cretien stated to me over the telephone that the cost to the College of the testing as awarded would run approximately \$9,000 more than the proposal submitted by Texas Testing Laboratory. This statement is not entirely supported by the facts of the case. I would emphasize once again that we are currently being billed by Dyess Testing Laboratory, Inc. on the basis of the services of one man during this period when a single inspector can handle the volume of the concrete being poured. When the progress of the work reaches a point where additional inspection is needed, same will be provided and the College will be charged for the additional services in accordance with the basic proposal. We will therefore pay for the additional services only as they are required and this would probably amount to a total of \$5,000 or \$6,000 for the entire project. Mr. Cretien suggests in his letter of clarification that this additional inspection service would be provided the College at no additional cost.

I would say once again that the concrete control and testing on the new Library Building and the Dormitory for Women currently under construction have not been totally satisfactory. In personal conversations with Mr. Cretien, he has indicated that we have been looking for service "over and above" that for which we are paying. This may well be the case, but I see no reason for Mr. Cretien to provide the additional inspection that is necessary on the new projects without additional cost to the College when he has not seen fit to do this on the current projects.

Mr. M. L. Pennington
February 4, 1963

We had hoped to avoid bringing specific individuals or cases into this discussion, but apparently there is no alternative under the circumstances. The College has not been entirely satisfied with the reports issued by Texas Testing Laboratories. In fact the reports have been erroneous so many times and have required supplementary or revised reports to make corrections that we no longer have much confidence in the information contained. While we have not resorted to additional testing by other laboratories, it is my understanding that both the materials supplier and the contractor have felt it advisable to do so. If Mr. Cretien continues to bring pressure to bear in this matter, I feel that we will have no alternative but to expose the entire situation to public view.

I would recommend that we make no change in the award of the testing and control of concrete on projects B and C. I feel, however, that the Board of Directors should be fully aware of the details in order that they may understand that the decision and the recommendation for the award was not based on personal bias or considerations other than the best interest of the College.

Very truly yours,

/s/ Nolan E. Barrick

Nolan E. Barrick, A.I.A.
Supervising Architect

NEB:ml

Campus Planning Committee
February 4, 1963
Attachment No. 458
Item 2293B

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Director of Food Service

February 2, 1963

Mr. Newell Smith
Director of Housing
University of Wisconsin
Madison, Wisconsin

Dear Mr. Smith:

At a meeting yesterday of all those who will be involved in meetings with you and Mrs. Nelson during your visit to our campus, a list of topics for discussion was formulated. I am forwarding a copy of this list, together with some other information which might be helpful.

Items enclosed with this letter are:

1. Financial report of the college for 1961-1962
2. Map of campus
3. Estimates of enrollment, 1963-1972
4. Brief description of present system
5. List of present halls and halls under construction, including capacity and food service arrangements
6. List of topics for discussion during visit
7. Floor plans of some of our present residence halls
8. Three Chamber of Commerce leaflets

I have arranged hotel accommodations for both you and Mrs. Nelson. Please let me know when you will arrive so that I may meet your plane.

We are all looking forward to your visit. If there is anything else I can do for you before your arrival, please let me know.

Very truly yours,

(Mrs.) Shirley S. Bates
Director of Food Service

SSB:mkg
Enc.

cc: Mr. M. L. Pennington
Vice President for Business Affairs

Texas Technological College

Residence Halls System

The residence halls system at Texas Technological College now consists of seven men's halls and six women's halls, as shown on the list of residence halls. Under construction are two women's halls to be completed for occupancy in September, 1963, and two women's and two men's halls scheduled for occupancy in September, 1964. The list of residence halls shows the capacity of each hall and the food service facilities.

Food service is on a contract basis in all halls. The room and board rates for the long session are \$618.82 in the older halls and \$685.17 in the newer halls. The rate for the halls under construction, which are air-conditioned, will be \$739.32. Rates include telephone service (in each room) and state sales tax on meals. All food service is of the cafeteria type, with a limited selective menu.

The attached chart shows organization and responsibilities of the director of Food Service.

The supervision of students is the responsibility of the Assistant Dean of Men for Residence Halls Supervision and the Assistant Dean of Women for Residence Halls Supervision. They in turn report to the Dean of Men and Dean of Women, who report to the Dean of Student Life, who reports to the President.

Room reservations and room and board collections are handled by the Supervisor of Room Reservations, who is responsible to the Vice-President for Business Affairs.

The bond resolutions require the college to invoke the parietal rule.

200 married student apartments are now under construction near the campus by private capital. If there is demand, the number will be doubled. Another group has indicated interest in construction of 340 married student apartments, which number will also be doubled if demand warrants. Still another group have said they will construct 42 units. The present governing board policy is to refrain from building married student housing so long as adequate facilities are being provided by private capital.

TEXAS TECHNOLOGICAL COLLEGE

Present Residence Halls

<u>Men's Residence Halls</u>	<u>Capacity</u>	<u>Food Service</u>
Sneed	324	1 D.R. & Kitchen
Bledsoe Hall	350	2 D.R. - 1 Kitchen
Gordon Hall	364	
Thompson Hall	359	1 D.R. & Kitchen
Gaston Hall	359	
Wells Hall	359	1 D.R. & Kitchen
Carpenter Hall	359	
Total Men's	2474	
<u>Women's Residence Halls</u>		
West Hall	314	1 D.R. & Kitchen
Drane Hall	316	1 D.R. & Kitchen
Horn Hall	341	2 D.R. - 1 Kitchen
Knapp Hall	341	
Doak Hall	320	1 D.R. & Kitchen
Weeks Hall	378	
Total Women's	2010	
Total Capacity	4484	

Under Construction

Women 1963 use 2 Halls	808	1 D.R. & Kitchen
1964 use 2 Halls	808	1 D.R. & Kitchen
	1616	
Men 1964 use 2 Halls	1054	1 D.R. & Kitchen
Total Capacity 1964	7154	

Topics for DiscussionLong-Range Residence Halls PlanningTexas Technological CollegeHOUSING

1. Trend in housing, if there is one, in state-supported schools
2. High-rise vs. low-rise housing
3. Maximum density of population
4. Supervision (of students) and its effect on building design and housing program
5. Inclusion of services such as barber shops, beauty shops, etc.
6. Co-educational housing and/or food service
7. Maximum housing Texas Technological College must have
8. Relationship between single and married student housing
9. Faculty housing
10. Most desirable type of residence hall room (Now using double rooms. May not be best but seems to be most economical from our standpoint)
11. Lounge, recreational and study areas
12. Effect of housing on graduate program (How can housing best encourage growth)
13. Evaluation of existing residence halls system

FOOD SERVICE

1. Central storage - advantages and disadvantages
2. Central bakery - advantages and disadvantages
3. Centralized food service for West, Sneed, Bledsoe and Gordon Halls
4. Athletes dining room and study hall
5. Food service in the future - service, size, units, location, etc.

GENERAL

1. Central vs. multiple collection offices
2. Parking problems
3. Playing fields in residence halls areas
4. Where are we going after 1965?

Campus Planning Committee
February 4, 1963
Attachment No. 459
Item 2295

TEXAS TECHNOLOGICAL COLLEGE

Lubbock, Texas

Office of the
Supervising Architect

January 16, 1963

Mr. M. L. Pennington
Vice President and
Comptroller
Campus

Dear Mr. Pennington:

RE: Killgore Beef Cattle Center

Subsequent to the last CPC meeting I contacted Mr. George Short relative to the progress on the contract documents for the referenced project. You may recall that Mr. Short had informed me that he expected to send the completed contract documents to us on 10 January 1963.

Mr. Short expressed regret that the documents were not completed and explained that quite a bit of time was needed to bring the final design into line with the approved preliminaries. Little was said regarding the necessity for these changes. We talked at some length about the bidding schedule and it was agreed that we would not have time to secure satisfactory bids prior to the February Board Meeting. I explained to Mr. Short that the next Board Meeting was in April and that we did not want to delay that long on the project and that the continued delays were very embarrassing to us. He agreed to finish the drawings completely and to forward them to me for review as soon as possible. We can then set a satisfactory schedule for the bidding.

We all sincerely regret the unreasonable delays in completing these contract documents. I was of the opinion that Mr. Short understood fully what we desired from the matter but apparently he was not clear in every detail.

We shall expedite the matter in every way possible and keep you informed of details.

Very truly yours,

s/ Nolan E. Barrick

Nolan E. Barrick, A. I. A.
Supervising Architect

NEB:ml

Campus Planning Committee
February 4, 1963
Attachment No. 460
Item 2298

THE MUSEUM
TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of President

January 11, 1963

Mr. Marshall Pennington
Chairman, Campus Planning Committee
Campus

Dear Mr. Pennington:

The Executive Committee of the West Texas Museum Association met today and voted to accept for the future location of the Museum the site on the southeast corner of Indiana and Fourth Street. We understand that 10 acres will be reserved for this purpose.

Sincerely,

/s/ Mark Hailey

Mark Hailey
President

Copies sent from the Office of the
Vice President and Comptroller to:

Dr. R. C. Goodwin
Dr. W. C. Holden
Mr. E. J. Urbanovsky
Mr. Nolan E. Barrick
Mr. John G. Taylor

1/15/63

Campus Planning Committee
February 4, 1963
Attachment No. 461
Item 2301

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the Vice President
for Business Affairs

January 24, 1963

M E M O R A N D U M

TO: M. L. Pennington

SUBJECT: REQUEST FOR COLLEGE LAND BY THE STATE COMPTROLLER'S OFFICE

On January 22, 1963, I received a call from Mr. LeRoy McGlaun of the Lubbock State Comptroller's Office. Mr. McGlaun wanted to know if there was a possibility of securing a 75' x 150' strip of land somewhere on college property for the installation of a testing station operated by the State Comptroller's Office. I checked with you and you requested that I get more information from Mr. McGlaun.

On January 23, 1963, I contacted Mr. McGlaun and secured the following information:

Why does the State Comptroller's Office need college property?

Mr. McGlaun explained that for many years the State Comptroller's Office has been operating these testing stations on city and county property throughout the State. When he processed the request to move the testing station from Plainview, Texas to some property which had been offered by Lubbock County, the Austin office informed Mr. McGlaun that through a legal technicality he could not place the testing station on this property. The Austin office explained that each installation required a certain amount of land improvement and improvements could not be made on land not owned by the State. Mr. McGlaun is faced with purchasing the land required for the State of Texas or securing property already owned by the State.

What does the testing station do?

At present the testing station is calibrating a capacity of the various storage compartments on gasoline trucks. The largest trucks have approximately an 8,600 gallon capacity. Some trucks are 50' to 60' long.

How many trucks are checked?

They are averaging about 100 trucks per year at the present time.

Where should the facility be located?

Mr. McGlaun suggested that it be off the campus proper and most anywhere on college property just as long as the trucks can get to the located area on a paved road. The paved road might not be necessary in some locations. He thought somewhere along Fourth Street, Indiana Avenue, or Quaker Avenue would be ideal if water and sewage can be arranged.

REQUEST FOR COLLEGE LAND BY THE STATE COMPTROLLER'S OFFICE
January 24, 1963

What improvements would the State Comptroller expect to provide?

The State Comptroller would like to have a concrete slab wide enough to accommodate the trucks and at least 100 feet long. A 2" or 3" water line to supply the water they would need to service the six water tanks located in the upper portion of the test facilities, with the water under 50 to 70 pounds pressure. Normal electrical service would be required for lighting and heating by electric heaters.

Why is a sewage drain needed?

Mr. McGlaun stated that in filling the trucks with water from the tanks at the testing facilities, the trucks are sometimes overfilled and some of the water is spilled. Once in awhile they have to drain one compartment or partly drain one. In most cases, however, the truck is required to dump the water used in testing wherever the driver can find a convenient storm drain.

Are the tank compartments clean when the trucks arrive at the testing facility?

The trucks are steam cleaned before they are tested because a marker indicating the capacity of each compartment must be welded to the tank and no welder will touch the truck until it has been steam cleaned. This means that any water that is spilled or accidentally overflows during the test is clean and free of any petroleum products.

Would the State Comptroller's Office pay for all improvements, including the necessary water lines and sewer lines?

Mr. McGlaun said that the State Comptroller's Office would pay for all improvements. The work would be done by contract, or if the College preferred, he is sure we could work out an arrangement with the State Comptroller's Office so that the College could be paid, should the College decide it would like to do the work.

Attached is a photograph of the test facility as it now stands in Plainview and a layout of the land the county was going to let them use here in Lubbock.

/s/ John Taylor

John G. Taylor
Business Manager

JGT:ck(g)
Encl.

PROPOSED AGENDA FOR JOINT MEETING OF THE
CAMPUS AND BUILDING COMMITTEE
AND
CAMPUS PLANNING COMMITTEE

FRIDAY, FEBRUARY 8, 1963 - 3:30 P.M.
IN THE OFFICE OF THE PRESIDENT

2309. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))

Units B and C

Concrete Testing

Consider request of Texas Testing Laboratories to reconsider its bid.

(The Company was low bidder and the complete file is attached, Item No. 2290, pages 1324 and 1331 of the Minutes of Meeting Number 175.)

Voted to reject all bids, and take new ones. Bids submitted at Apr. 9. meeting

2310. Housing (Other) and Food Service

Consultants

At a previous meeting, the use of dormitory consultants was approved.

Approve use of Mr. Newell Smith, Director of Housing at Wisconsin, and Mrs. Alice Nelson, Director of Housing at Indiana, at a fee of \$100 plus expenses, the amount to be paid from Dormitory Funds. The visit is scheduled for February 15 and 16, 1963.

2311. Killgore Beef Cattle Center

A. Beef Cattle Center

As the architect failed to finish the plans and specifications in time for bids to be taken prior to the Board meeting, it is suggested that the Board consider means to award a contract prior to the April 6, 1963 meeting by authorizing the Building Committee to act or a telephone poll of the Board or other means.

CR. See subject as shown as checked & take bids, submit for April 6 award.

B. Feed Mill

Consider the recommendation that the same procedure be followed for the ~~feed mill~~ *Beef Cattle Center*.

amend present lease, leave not to exceed 5.5 acres, immediate application

2317. Naval Training Center

Consider the recommendation of the CPC that a tract of land not to exceed 5.5 acres be authorized for the Naval Training Center in lieu of its present site, with a stipulation that justification be presented later and the size of the tract and other provisions be presented to the Board for approval at a later date.

The important item at this time is to secure Legislative permission.

OK same as #22 this matters

2318. Checking Station for State Comptroller

Consider the recommendation of the CPC that a piece of land 75' x 150' be made available at the northwest corner of the College Farm in the area cut-off by the loop highway to the State Comptroller for the location of a testing station, with the stipulation that the site would be vacated if the College should ever need it; the College would have the right to approve the improvements and other required procedures.

CPC work out acceptable terms of agreement.

OK

2319. Physical Plant Facilities

Consider a contract award to the Lydick Roofing Company of Lubbock, the low bidder, in the amount of \$1,980 to install a roof drainage system, the amount to be paid from the Special Projects Account.

OK

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 176

February 8, 1963

A joint meeting of the Campus Planning Committee and the Campus and Building Committee was held at 3:30 p.m. on February 8, 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. C. I. Wall, Mr. Al Allison, Mr. Manuel DeBusk, Mr. J. Edd McLaughlin, and Mr. Floyd Wooldridge.

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.

2309. Dormitory and Dining Facilities (Project No. CH-Tex-150(D))

Units B and C

Concrete Testing

Voted to reject all bids and instructed the CPC to take new bids under more precise plans and specifications. The new bids are to be presented at the meeting of the Board of Directors on April 6, 1963, for a contract award.

(The Board of Directors approved.)

2310. Housing (Other) and Food Service

Consultants

Approved the engagement of Mr. Newell Smith, Director of Housing at Wisconsin, and Mrs. Alice Nelson, Director of Housing at Indiana, at a fee of \$100 per day plus expenses, the amount to be paid from dormitory funds. The visit is scheduled for February 15 and 16, 1963.

(This is identical as Item No. 1187 in Routine Items of the Board of Directors but is included here in order that the CPC records may be complete.)

(The Board of Directors approved.)

2311. Killgore Beef Cattle Center

A. Beef Cattle Center

Instructed the CPC to take bids as soon as the plans and specifications have been checked and approved by the CPC. The bids are to be presented at the meeting on April 6, 1963 for a contract award.

(The Board of Directors approved.)

B. Feed Mill

The Board of Directors approved the same procedure for the Feed Mill.

2312. Naval Training Center

Approved the immediate submission of a bill to the Legislature to amend the present lease with the United States Navy to authorize the Board of Directors to increase the amount of land from not to exceed 3 acres to not to exceed 5.5 acres for a Naval Training Center for the Navy and Marines at a new site, in order to provide more time to study the amount of land needed and to work out the necessary procedures. A recommendation is to be made to the Board of Directors for specific approval at a later date.

(The Board of Directors approved.)

2313. Checking Station for State Comptroller

Approved the use of a piece of land 75' x 150' at the northwest corner of the College Farm in the area cut-off by the loop highway to the State Comptroller for the location of a testing station, with the stipulation that the site would be vacated if the College should ever need it, and the College would reserve the right to approve the improvements and other required procedures.

(An informal opinion from the Attorney General's office indicated that as long as there is no easement or deed involved, no instrument other than an agreement between the College and the State Comptroller is needed.)

(The Board of Directors approved the action of the Building Committee and stipulated that the CPC work out an acceptable site and the terms of agreement.)

2314. Physical Plant Facilities

Awarded a contract to Lydick Roofing Company of Lubbock, the low bidder, in the amount of \$1,980 to install a roof drainage system, the amount to be paid from the Special Projects Account.

(The Board of Directors approved.)

M. L. Pennington
Chairman

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 177 February 19, 1963

A meeting of the Campus Planning Committee was held at 1:30 p.m. on February 19, 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. O. R. Downing, Mr. Robert L. Mason and Mr. John G. Taylor were present.

2315. Athletes Kitchen, Dining Room and Study Facilities

A. Establishment of the Project

The Chairman read the memorandum from President R. C. Goodwin under the date of February 10, 1963, a copy of which is attached to and made a part of the Minutes. (Attachment No. 462, page 1342) As the memorandum establishes the program for the facilities, it was carefully studied and discussed.

The Chairman read a memorandum of February 18, 1963 to Dr. Goodwin from him, in which clarifications and interpretations were requested. The memorandum is attached to and made a part of the Minutes. (Attachment No. 463, page 1343)

The Chairman reported that President Goodwin replied orally on February 19, 1963 that he had talked with Mr. Manuel DeBusk, Chairman of the Board of Directors, who made the following interpretations:

- 1) The CPC is to go ahead with the facility.
- 2) It is to be permanent.
- 3) The employment of architects is to be recommended to the Building Committee.
- 4) The CPC is to recommend a site to the Building Committee. Dr. Goodwin said that he mentioned that the recommended site might not be close by the dormitories, and Mr. DeBusk said that that was all right to go ahead and make a recommendation.
- 5) Financing -- The accumulated funds on hand in the Bond Reserve Account which were being held to call the bonds next fall, are to be used for construction.

The CPC agreed that the following steps should be taken:

- 1) Disregard the previous studies and plans recommended by the CPC and pursue the facility in keeping with the preceding statements.
- 2) Give the proposed project top priority.
- 3) Recommend the project architect.
- 4) Recommend a site.
- 5) Use the funds indicated by the Board to finance the project.

2315. Athletes Kitchen, Dining Room and Study FacilitiesB. Architects

By a majority vote, the CPC recommended the employment of DeWitt and Spencer of Lubbock, at a fee of 6 per cent, and recommended that the kitchen equipment be a part of the contract.

It was felt that the project will be fairly small, will more than likely amount to a remodeling or renovation job and the architects will be, of necessity, asked to do more of the design work than is customarily done.

(On February 19, 1963, the members of the Building Committee of the Board of Directors were called and the recommendation for the employment of the architects were conveyed. The members voted unanimously for the recommendation.)

C. Site

It was felt that, in time, it might be desirable on the part of the Athletic Department to have the athletes in some of the newer men's halls; however, the plans must be based on what is being done now.

The following sites were discussed:

1) West, Sneed, Bledsoe and Gordon area

Sites north of Bledsoe and Gordon, east of Gordon, between the four halls, under the proposed kitchen for the four halls and over the kitchen and dining room of Sneed were considered.

It was felt that the site adjacent to and north of Bledsoe and Gordon would be desirable on a temporary basis but from the long-range standpoint, it was agreed that it would be a serious mistake to build such a facility at that point as it would complicate future developments and the present operation.

A site west of Gordon Hall was studied and abandoned as it would probably interfere with the tennis courts, provide a block between the dormitory and the parking lot and detract from the over-all appearance of the area.

The space between the four halls was discussed. It might be possible to place the kitchen and dining room under the proposed facilities for the four dormitories if the facility is to be constructed. Since the studies are not complete for the proposed facilities, the site was ruled out as a recommendation for the athletes facilities.

The space over the kitchen and dining room of Sneed Hall was considered but it is felt that it would be too small, as there are approximately 5,000 square feet available and it is estimated that the proposed facilities for athletes will probably require 10,000 square feet. Also, the problem of constructing a facility there would complicate the regular operation of the kitchen, dining room and dormitory and in addition, if installed, would make the north rooms over the kitchen and dining room less desirable.

2315. Athletes Kitchen, Dining Room and Study FacilitiesC. Site2) Thompson, Gaston, Wells, Carpenter Area

A site west of and connected to Gaston and another east of Thompson in connection with the track area were considered.

Neither of the sites would seem acceptable unless the athletes were to live in one of the four new halls. On a short-range plan, the facility in connection with the track area would have some desirable features, but in a long-range plan it would be impossible as the time probably will come when the athletic area must be taken for academic space and, if so, the site would not be particularly good.

3) Stadium

Possible sites at the north and south ends and under the east and west stands were discussed.

It was felt that a site at the north end would be too far away, would interfere with future development of seating and could interfere with parking.

The south end would offer possibilities, if it is feasible to add facilities there.

The west stands were ruled out due to the elevator.

It was agreed that there are possibilities under the east stand also.

4) Near the Museum

The possibility of a site in the vicinity of the Museum, perhaps where the old Custodial Services Building stood, was considered but ruled out with the thought that the area would not be appropriate for a kitchen function. The idea had been advanced with the thought of building other facilities on top at a later time.

5) New Men's Gymnasium

Various sites were considered in the vicinity of the gymnasium but were ruled out for the same reason as that at the Museum.

6) Other Places

Various other sites were considered but found to be undesirable and were abandoned.

7) Tentative Recommendation

Most of the meeting was devoted to site studies and it was finally agreed that the Stadium offered the best opportunities at either the south end or under the east side. Both were felt to be worthy of further study and various ideas were discussed.

Finally it was agreed to recommend that the architects, when approved by the Building Committee, would be requested to immediately study the possibility of a plan east of and under the east stand with an entrance to

2315. Athletes Kitchen, Dining Room and Study FacilitiesC. Site7) Tentative Recommendation (continued)

be outside the fence and far enough away to provide pedestrian passage underneath; the projection to extend under the stadium at the level of the cross members in order not to interfere with pedestrian circulation under the stands. In addition, the architects would be requested to study an extension over the south seats in connection with the building there. Possibly a rearrangement of the offices could be made.

It was agreed that the CPC would then make its recommendation for a permanent site after the study by the architects.

D. Financing

Mr. Taylor reported that the Bond Reserve Account has \$381,023.37 in it. He was requested to study the bond resolutions and determine the amount of reserves required and the amount of funds which could be used on the project.

It was agreed that it would be necessary to notify the bond houses of the change in plans, since the bonds in the amount of \$300,000 will not be called next November.

2316. Dormitory and Dining Facilities for Women (Project CH-Tex-150(D))

Unit A (H. A. Lott, Inc., \$2,764,546 - August 1, 1963)

It was agreed to recommend that no attempt be made to place Unit A into operation prior to the beginning of the fall term in September, 1963 as the disadvantages would seem to outweigh the advantages.

2317. Killgore Beef Cattle Center (\$500,000)

Mr. Barrick reported that Mr. Short has sent plans and specifications to the College but they are still incomplete. He has made some changes but he has made arrangements to go to Amarillo Friday, in an attempt to windup the plans and specifications.

2318. Library (J. M. Odom Construction Company, \$2,146,379)

Following Mr. Janeway's presentation to the Board of Directors at the February 9, 1963 meeting, the Campus Planning Committee was requested to get the costs of the uncompleted sections.

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 \$59,234.00. 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.

It would be possible to rework the plans and specifications and have them ready for bidding within a period of two weeks from the date of a notice to do so.

M. L. Pennington
Chairman

The meeting adjourned at 3:50 p.m.

Campus Planning Committee
February 19, 1963
Attachment No. 462
Item 2315A

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MEMORANDUM
From
Office of the President

TO: Mr. M. L. Pennington

DATE: February 10, 1963

SUBJECT: ATHLETIC DINING FACILITIES

The Board in its considerations on Friday night requested that the Campus Planning Committee proceed in the development of plans for a dining and study facility, including kitchen, for the Athletic Department. It should accommodate 160-175 athletes but is not to be considered as a part of any future athletic dormitory, hence its location could be determined on that basis.

The Board felt that funds for its construction must come from Athletic Department revenue and would in no way be connected with the financing of the Residence Halls.

No dates were mentioned but, judging from their statements, it would appear they desire prompt action.

/s/ R. C. Goodwin
R. C. Goodwin

Campus Planning Committee
February 19, 1963
Attachment No. 463
Item 2315A

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the Vice President
for Business Affairs

February 18, 1963

MEMORANDUM

TO: Dr. R. C. Goodwin

SUBJECT: KITCHEN AND DINING ROOM FOR ATHLETES

Some guide lines are needed in connection with your memo of February 10, 1963 on the above subject.

Would it be safe to assume the following:

1. It is a mandate from the Board to move as rapidly as possible? (You have said that you so interpret it.)
2. The idea of using Sneed Hall as set out in Attachment No. 440, CPC Minutes of October 11, 1962 is to be abandoned due to the time schedule that must be followed?
3. The subject will have precedence over facilities and other college needs demanding the time of the CPC members?
4. We are not to wait for the other consultant that has had approval? The first two, as you know, were here Friday and Saturday although the Board had already instructed us to act even though they had approved the idea of the needs of the Athletic Department as being part of the over-all study.
5. That the following are the steps that must be taken promptly:
 - A. Site - Abandon the use of Sneed and assume that it will be a new structure?
 - B. Get plans and specifications as soon as possible. To do so, it will be necessary to employ architects as promptly as possible. Shall the CPC make immediate recommendations? If so, to whom? The Building Committee? The Board? Should we not wait for the next meeting? Lots of time will be lost by then.
 - C. Financing - The Athletic Department has little or no surplus of cash at the moment. Should we see if we can place the funds in escrow, or make some such arrangement, for the payment of the bonds callable next November and see if we can negotiate the sale of other bonds if there is not time to advertise? Shall we use a fiscal agent as he can move more rapidly than we can and will include the services of the bond attorney?

KITCHEN AND DINING ROOM FOR ATHLETES
February 18, 1963

- D. In view to urgency expressed by the Board, shall we grab the bull by the horns and do the best we can with all three of the above, presenting only the items which require specific Board approval to them? Of course, anything that we might do would be presented to you for approval in keeping with the plans we always follow, or follow as closely as possible.
- E. Is it the responsibility of the CPC to provide all of the above three items with the least delay of time and to do the best that it possibly can under the present conditions?

The consultants felt that there would be great advantage to making temporary arrangements for athletes feeding if there must be a solution now. Mr. Smith asked if it might be possible to feed the athletes in the Union for a year until the plans could be further developed or if it would be possible to make temporary arrangements in the stadium with other use being made of the facilities in the future.

The cost to the Athletic Department will be substantially more if there is to be a new structure than if Sneed Hall were to be used. However, the ideas that were presented by Mr. Smith and Mrs. Nelson indicate that there can be very good uses of any space that may be left over if the kitchen and dining room for West, Sneed, Bledsoe and Gordon are constructed. Possibly the food could be prepared in a central kitchen and moved to the present dining rooms. To sum up my feelings on the space, I don't think that the Athletic Department could afford not to use the space in Sneed if it were available. However, it cannot possibly be available before September, 1964 and the idea had, I thought, been approved. But, I doubt that the best results for the entire Dormitory System would be served by the use of the space in Sneed by the Athletic Department. Also, I feel that their desires are based to a large extent on the prestige factor of a new structure and there is merit in such an idea.

It is not my wish to be presumptuous or antagonistic in any of the above questions or statements. If we are to move rapidly, we must know where we stand specifically. It would be my wish that we would not spin our wheels again by doing a very great deal of work and having it go down the drain.

/s/ M. L. Pennington

M. L. Pennington
Vice President for
Business Affairs

MLP:g

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 178

February 28, 1963

A meeting of the Campus Planning Committee was held at 1:30 p.m. on February 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. In addition, Mr. O. R. Downing, Mr. Robert L. Mason and Mr. John G. Taylor were present.

2319. Athletes Kitchen, Dining Room and Study Facilities

A. Site

Mr. Barrick presented the preliminary studies by the Project Architects who are of the opinion that a very feasible solution can be arranged at the south end of the Stadium. They do not feel that the prospects are as bright for facilities under the east stand.

Facilities at the south end could utilize very nicely some of the existing facilities such as bathrooms, showers, and the meeting room. The existing and proposed facilities could complement each other admirably.

The consensus was that the architects should explore the idea in the south end further.

B. Funds Available

Mr. Taylor presented a report from Mr. Price on the funds available and the memorandum dated February 28, 1963, is attached to and made a part of the Minutes. (Attachment No. 464, page 1346)

2320. Speech Facilities

Speech and Hearing Clinics (\$28,000)

After the bids were opened, the Board of Directors authorized the Campus Planning Committee to secure an option for as long as possible to accept the alternate for the Clinics in the amount of \$28,000 and the contractor agreed to hold the option open until March 1, 1963.

The chief purpose of the CPC meeting was to consider the feasibility of accepting the alternate. The Chairman read a letter from Dr. P. Merville Larson, dated February 25, 1963. The letter is attached to and made a part of the Minutes. (Attachment No. 465, page 1347)

There is \$3,000 on hand, and Mr. Butterfield can see another \$12 to \$15 thousand dollars now. There are some eight to ten months before the money will be needed and both Mr. Butterfield and Dr. Larson will continue to seek donations and both feel that the \$28,000 can be raised by the time the structure is complete.

It was the consensus that the bid price is good and that it would be impossible to duplicate the bid at the same figure at the present time. It was felt that more could be received for the construction dollar by accepting the bid than any other way and the academic program of the department would suffer a great deal if the facilities were not provided.

2320. Speech FacilitiesSpeech and Hearing Clinics (\$28,000)

When the construction award was made for the Library, Mr. Butterfield had stated that he felt he could raise \$250,000 for the Library and it was included in the contract at that time. By completion time, all the \$250,000 was on hand or had been pledged.

After a very thorough discussion, it was agreed to recommend to the Building Committee of the Board of Directors that the alternate be accepted and the contractor so notified.

M. L. Pennington
Chairman

The meeting adjourned at 2:35 p.m.

Campus Planning Committee
February 28, 1963
Attachment No. 464
Item 2319B

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the Comptroller

February 28, 1963

M E M O R A N D U M

TO: Mr. John G. Taylor

SUBJECT: Sinking Fund and Reserve Requirements for
\$300,000 Athletic Bonds

The balance in the sinking fund for the \$300,000.00 Athletic Stadium Revenue Bonds, Series 1960, on this date is \$388,148.37. Interest was paid on November 1, 1962, so that the only remaining requirement for the current fiscal year is the \$7,125.00 interest payment due May 1, 1963. In addition, the Bond Resolution authorizing these bonds provided for an additional \$20,000.00 in reserve funds over and above the amount required for the 1959 and 1959A bonds. This reserve must be held until all of the stadium bonds are retired.

Using the above figures and assuming that all future interest and principal requirements for these bonds will be met from transfers from athletic revenues, there is currently available in the Sinking Fund a total of \$361,023.37. All of these funds are invested in Time Deposit Open Account or Savings and Loan Certificates so that some additional interest income will be credited to the account as the year progresses.

If we can supply additional information, will you please let us know.

/s/ R. B. Price

R. B. Price
Comptroller

(g)

Campus Planning Committee
February 28, 1963
Attachment No. 465
Item 2320

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Department of Speech

February 25, 1963

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

Dear Mr. Pennington:

Because the deadline for signing the contract for the Speech and Hearing Clinic portion of the new Speech Building is March 1, it seemed wise to make a report of our progress up to the present. We have received a total of approximately \$3,000 in gifts up to date, and we have the assurance of another \$500 from one family. This will not be forthcoming immediately but we can expect it sometime this spring. Contributions continue to be received; as a matter of fact, a \$50 check came this morning.

We have prepared information for Mr. Butterfield's presentation of our needs to appropriate foundations and he seems quite confident that we may get substantial assistance from them. Indeed, it is quite possible that the entire amount might be forthcoming from one or another of these foundations.

The Hill-Burton funds are in a doubtful status at this moment; in part, because of the long interval between meetings of the State Board of Health and in part because the office in Austin is not exactly certain of how much of the committed funds to other projects will be used. Although it is possible that these circumstances may preclude our getting any of this money for the building itself, we feel reasonably certain that we can get matching funds for all of the equipment in it.

In light of this information and the prospects for the future, I would urge every possible consideration for the immediate approval of the contract for the Speech and Hearing Clinic portion of the Speech Building.

Sincerely,

/s/ P. Merville Larson

P. Merville Larson
Head

PML:bt (g)

cc: Mr. W. H. Butterfield
Dr. William K. Ickes

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

MINUTES OF THE CAMPUS PLANNING COMMITTEE

Meeting No. 179

March 7, 1963

A meeting of the Campus Planning Committee was held at 1:30 p.m. on March 7, 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. O. R. Downing and Mr. Robert L. Mason were present. Mr. John G. Taylor was with the A. and M. officials on campus.

2321. Approval of Minutes

On motion by Mr. Barrick, seconded by Mr. Urbanovsky, the Minutes of Meetings Nos. 175, 176, 177 and 178 were approved.

2322. President's Approval of Minutes

The Chairman reported that President Goodwin approved the Minutes of Meeting No. 175 on February 8, 1963, No. 176 on February 14, 1963, and No. 177 on February 25, 1963.

2323. Antenna Farm

A. Illinois Project

The University of Illinois has advised that a Letter of Intent, dated March 4, 1963, has been sent from Mr. Gentry of the Bursar's Office at the University, and is now in the mail. This letter will confirm the contract negotiations. The prime contract number is Office of Naval Research, NONR-1834-02, which has had technical approval. An amendment to include Texas Tech's operation is now in process. A subcontract will be issued as soon as the amendment is approved.

B. Stanford Project

Stanford University has sent additional equipment, and operations will begin this week from a temporary location in West Engineering 118. This equipment will be moved to the antenna farm site as soon as the building has been completed.

C. Building

The building construction on campus is not yet complete. However, the walls have been completed, and the construction crew is starting on the roof. They expect it will take an additional two weeks to complete the job.

2324. Athletes Kitchen, Dining Room and Study Facilities

Mr. Barrick presented additional drawings prepared by the architects. The CPC feels that the feasibility of the project in the south end of the stadium is sufficient to present it to the Chairman of the Athletic Council, and it was agreed that Mr. Barrick will arrange to meet with Dr. J. William Davis at the first convenient opportunity.

2325. Bookstore

After discussion, it was agreed that it looks as if the better procedure would be to move the Nursery School to a new site agreeable with the Dean of Home Economics and plan to add as large an addition as possible in one stage, rather than to have an addition now and another in the next few years. Finances would be

2325. Bookstore

perhaps the controlling factor. It was agreed to consider the Bookstore addition in view of the above and make a specific recommendation in time for the meeting of the Board of Directors on April 6, 1963. As soon as the general concept is decided, architects will be recommended.

2326. Dormitory and Dining Facilities (Project No. CH-TeX-150(D))A. Unit A (H. A. Lott, Inc., \$2,764,546 - August 1, 1963)

The progress continues to be excellent. The project is 93 to 95 per cent complete.

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

The progress is excellent also. Most of the footings have been poured, and construction is slightly ahead of Unit C.

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

Construction progress is excellent. Many of the footings are poured.

D. Interior Decorator

It was agreed that the services of an interior decorator are advisable and that a check will be made on the availability of various interior decorators, with a recommendation to be made at the next meeting.

2327. Dormitory Financing

As far as known, the last items needed by the HHFA to make approval were forwarded on February 23, 1963. There was considerable delay on the part of the College, architects and contractors in getting the forms in.

2328. Housing (Other) and Food ServiceA. Married Student Housing

Mr. Killgore reports that the finish on the first building is being done. If weather permits, the first building should be completed by early April and the balance of the project by the first of July.

B. Consultant

It was agreed that Mr. Arthur Dana would be recommended as the food consultant, in keeping with past plans and approvals. Also, it was agreed to request Mrs. Bates to get in touch with Mr. Dana and attempt to determine his schedule and the charges that he would make.

A copy of the report on the visit of Mr. Newell Smith, Director of Housing at Wisconsin, and Mrs. Alice Nelson, Director of Housing at Indiana, on February 15 and 16, 1963, is attached to and made a part of the Minutes. (Attachment No. 466, page 1353)

2329. Incinerator - Campus-wide

Mr. Downing reported that information is still being collected on the quantity of refuse to be hauled each day and types of incinerators.

It was agreed to request the City of Lubbock for information on methods of collection and disposal of debris. The request will be made to the City officials that they invite experts from other cities to come to Lubbock to discuss the over-all problems of disposal.

2330. Killgore Beef Cattle Center (\$500,000)A. Center

Mr. Barrick reported that, at his meeting with Mr. Short last week, the plans and specifications were hammered into acceptable form, and Mr. Short plans to release them to the selected bidders list tomorrow. Bids are scheduled to be opened at 2 p.m. in Amarillo on April 2, 1963.

B. Feed Mill

Bids for the feed mill will be opened at the same time as those for the Center.

2331. Library (J. M. Odom Construction Company, \$2,146,379)Garden Room

Furniture (Evans-Walsh, Inc., \$21,170.20)

Nothing has been heard from Mr. Evans so far.

2332. Library, Old (Turner Construction Company, \$119,296)A. Construction

The classrooms have been in use during the entire second term, and the faculty members have moved into the offices. Mr. Barrick said that the contractor reported today that he has covered all items on the punch list. For all practical purposes, the building is complete.

B. Equipment

All of the equipment has been delivered with the exception of the replacement of one desk that was damaged in shipment.

2333. Naval Training Center

In keeping with the action of the Board of Directors at the meeting on February 9, 1963, a revised bill has been prepared and was sent to Senator Blanchard by President Goodwin on February 19, 1963.

2334. Nursery School

As mentioned in the item on the Bookstore, it was agreed that a study would be made to move the School in keeping with the wishes of Dean Tinsley.

2335. Other ItemsA. Research Space

A memorandum from President Goodwin under date of February 25, 1963, and the reply from the Chairman under the same date were discussed. Both are attached to and made a part of the Minutes. (Attachment No. 467, page 1354)

The consensus was that serious thought should be given to the creation of a research center for all the sciences. The sites mentioned probably should be reserved for classrooms and teaching. For instance, probably 90 per cent of the space available behind the Chemistry Building is needed for instruction. Perhaps some research could be conducted in facilities on the site. A long-range research plan is needed, and the CPC felt that it would be well to send out a party to study the best research facilities available and the quality of research being done. The study would help determine the type of research program for Texas Tech and provide a more intelligent approach to the creation of facilities and an indication of the funds involved.

2335. Other ItemsB. Board Inspection of Buildings Under Construction

It was agreed that it would be well to invite the Building Committee or the entire Board to visit all five projects under construction. There is a great deal to see, and it would give the members a chance to have firsthand knowledge and to ask any questions they might like.

C. Fate of Temporary Buildings on the Campus

After considerable discussion, the CPC voted to recommend the abandonment of none of the so-called temporary buildings or any others which possibly could be used, until a long-range plan has been adopted and disposition can be studied in the light of the plan.

D. Checking Station for State Comptroller

In keeping with the action of the Board at the meeting on February 9, 1963, a proposed contract between the College and State Comptroller's Office has been approved. In addition, Mr. McGlaun has cleared the plans with Mr. Barrick's office, so all is in order at the present time to proceed.

2336. Physical Plant FacilitiesRoof Drainage System (Lydick Roofing Company of Lubbock, \$1,980)

The gutters are completed, but the downspouts have yet to be attached.

2337. Psychology and Speech (H. A. Lott, Inc., \$883,000 - January 22, 1964)A. Psychology (\$452,000)1. Construction Progress

Excellent.

2. Equipment

The Psychology Department and the Testing and Counseling Center have presented lists of requested furniture and equipment to Mr. Taylor.

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

Excellent.

2. Equipment

Mr. Taylor reported that Dr. Larson and Professor Schulz are checking on the lights and stage rigging to be provided in the contract in order to prepare the list.

2338. Signs on Campus

Mr. Urbanovsky still has the study under consideration.

2339. Student Union

The piping should be completed today, but it is necessary to wait for the insulation.

2340. Telephone System

Difficulties are still being experienced by the students in the evenings. The telephone company attempted to make the requested study, but the results were inconclusive, as so many students had made the three-digit dial and left the phones off the hooks. Approximately 60 per cent of the equipment was tied up and out of use.

A representative of Texas A. and M. is on the campus today to study the Texas Tech telephone system.

2341. UtilitiesA. Provisions for Utilities to New Women's Dormitory and Psychology and Speech (W. B. Abbott, Jr., Building Contractor, \$101,357)

The CPC recommended final acceptance as of February 25, 1963.

B. Sewage Outflow Line to the North (Panhandle Construction Company) (\$50,594.90)1. Construction Progress

About 85 per cent complete.

2. Time Extension

The CPC recommended an extension of 30 days to allow the contractor to complete the City's portion of the outflow line in order to test the pumps which will be installed as a part of the College's contract. The delay will be advantageous to the College.

2342. Women's GymnasiumAir Conditioning

The equipment is in the basement, and Mr. Downing's crew is in the process of assembling and connecting the equipment at the present time.

M. L. Pennington
Chairman

The meeting adjourned at 3:45 p.m.

Campus Planning Committee
 March 7, 1963
 Attachment No. 466
 Item 2328 B

Report on the Visit of
 Mr. Newell Smith, Director of Housing at Wisconsin University
 and
 Mrs. Alice Nelson, Director of Housing at Indiana University

February 15 and 16, 1963

On February 15, 1963, Mr. Smith and Mrs. Nelson met with the following in Room 120 of the Administration Building: Dr. R. C. Goodwin, Mrs. Shirley S. Bates, Mr. E. J. Urbanovsky, Mr. Nolan E. Barrick, Mr. Robert L. Mason, Mr. John G. Taylor, Mr. O. R. Downing and M. L. Pennington.

Mrs. Nelson, Director of Housing, University of Indiana, said that their plan has been extended for 75 years. They know the location of future dormitories and that they will be high rise. Fifteen minutes are allowed between classes; they are going to a bus shuttle service; there are libraries in the dining rooms and the traffic problems inside the buildings have been considered.

Mr. Smith, Director of Housing, University of Wisconsin, asked if we wanted to discuss the general problem or specifics and stated that we are growing faster than Wisconsin, and they do have a long-range plan.

Mrs. Nelson said that Texas Tech is fortunate to have the land that it has.

Mr. Smith said that the Texas Tech problem is about the same as that of Wisconsin. The distance between the dormitories and the classrooms will be a controlling factor. Wisconsin has a bus service.

The use which is intended to be made of the housing is very important. Is it a part of the academic program, or intended to be just housing and feeding? Is it part of the educational enterprise? Living can be a part of the educational program. They believe in bringing in the faculty for two purposes, social and academic. And, their students have various group meetings and functions with the faculty. Michigan State and Southern Illinois are having classrooms constructed in the halls, and are paying for the classrooms from dormitory funds. He said that he could not predict how successful the classrooms will be. He said that it may be a mistake not to put halls on top floors of academic buildings, and Wisconsin is going to try it.

Mr. Smith said that the trend which the institution wishes to try to accomplish is most important.

Wisconsin has eight major dormitories provided by private funds, and there is no commitment on the part of the University to any. Some are the luxury type with swimming pools, and there are others of various types. The school should make no commitments to outside capital to provide the facilities.

Mrs. Nelson asked how many out-of-state students there are, and said that Wisconsin has 30 per cent and Indiana has 12 per cent.

Mr. Smith said that they have had off-campus housing in their planning since 1925. A few years ago, they sat down to see how many spaces they would like to put on the market and published the information as to just what the University would do. They said they would increase the amount only if private capital didn't build it. It is necessary to know years in advance of their interest, and it is necessary for the institution to do a great deal of soul searching if it wants to have housing provided by outside capital. The institution must make predictions and let outside capital know what it intends to do.

Dr. Goodwin asked what share the fraternities and sororities have in the provisions for housing.

Mr. Smith said that 11 per cent of the single men at Wisconsin are housed in fraternities and seven per cent of the women in sororities. The average is 8 to 10 per cent.

He added that you can't count on them to take up much of the slack. Fraternity and sorority houses are becoming negligible factors in the housing plans. The alums are not willing to put up enough money to keep the buildings up or to expand them. Many schools are kicking the fraternities and sororities out. They sometimes cause housing problems as a result of poor maintenance and no reserves for maintenance. Do not count on them.

Mrs. Nelson said that the fraternities and sororities build the houses for 100 to 110 members, then they get lazy and don't work to get pledges. As a result, they must raid the residence halls for support. The fraternity and sorority houses are not properly sanitary, have poor maintenance and cause politics to enter from the exes.

Mr. Smith said that Wisconsin allows only six per cent from out of state to live in college residence halls. Any new buildings for off-campus housing abide by college building standards. In the women's halls, off campus, there are 70 students per counselor. The University can stop students from living off campus by disapproving the housing if it fails to meet their standards.

Dr. Goodwin asked about student discipline and off-campus housing, and Mr. Smith said that they have counselors under the supervision of the Dean of Men and the Dean of Women. The owners are very ready to co-operate with the University, due to their investment and they come running when called or when they have trouble. The counselors meet weekly with the Deans of Men and Women. The University trains housemothers for off-campus housing.

The neighborhood in the vicinity of the campus is allowed to run down, as the property owners know that the University will take over the property eventually. It is very expensive for the University to expand; it costs approximately \$1,000,000 per block, and they are buying six blocks at the present time. They figure on 4,000 students to the six blocks. There must be space for parking and recreation. They have a master plan to build spaces for 1,000 students per year. They pay for the land from the residence halls income; they have a revolving fund purchase plan; they estimate that three one-half blocks are necessary to set aside for recreation out of the six; they are going to 10, 12 and 14 story buildings.

The Board has gone on record as setting the goal for enrollment at 32,000. They feel that they can handle 32,000 in the long-range plan, and they may go even further. They feel that there should be no enrollment cutting until they get to 32,000.

Mr. Smith mentioned high rise buildings and food services. Indiana feeds in clusters; kitchens are for 1,000 with six dining rooms. Wisconsin is building one kitchen for 3,000 now. (They aren't too happy about the size and consider 500 to 1,000 best.)

Mr. Smith mentioned that Wisconsin has kitchens and dining rooms of only two stories and the construction need not be Grade A for insurance purposes. Both Wisconsin and Indiana have co-educational feeding.

Indiana has buildings 8 to 10 stories high for girls, as it is easier to handle girls in the higher buildings. They generally think of boys halls as three to four stories. They do have elevator problems in the women's halls. They now put lounge and recreation space in the food service portion of the hall. They must go up in order to stay in walking distance. They, too, have 15 minutes between classes. They measure from the center of the campus and feel that three quarters of a mile is about the limit for walking. The perimeter must be set.

Mr. Mason asked about the areas where they have residence halls and classrooms.

Mr. Smith said that if they decide to have freshmen or sophomore halls, it is okay for the classes, although he does not favor freshmen halls. Otherwise, he does not favor classrooms in the building.

Mrs. Nelson said that at Indiana they have 50 per cent upperclassmen and 50 per cent lowerclassmen in the halls, and that the upperclassmen help control the freshmen. The students are coming in with less training, and the upperclassmen know the Indiana system and are a great deal of help in handling the freshmen.

Mrs. Nelson said that also at Indiana they like kitchens from 500 up, although most are designed to feed 1,000 to 1,500. The dining rooms are all 250 capacity because they believe in less concentration and that it provides a less institutional and more homelike atmosphere. They use the dining rooms for libraries; they have books there on one side. There is less danger at night for the girls with library books in the halls. They run the library bus at night, and the books in the dining halls help reduce the study space in the library. It is supervised study. All areas are co-educational, with four units for boys and one for girls in the area. They build all the halls alike and shift the use of the halls for men and women whenever they wish.

At Indiana, the buildings are divided into houses for 50 to 60 people.

Mrs. Nelson wondered if our corridors are not too long. The question is not how many are in the building but how many are in the units, and they, too, use the house concept. The students within a house need to go through no other house.

Five hundred students are considered to be the maximum per serving line, and it will take one hour to serve that many. It takes the same number of employees to serve 300 to 350 as it does to serve 500.

Mr. Smith said that at Wisconsin the classes last 50 minutes with 15 minutes in between.

Mrs. Nelson said that at Indiana, the classes are 45 minutes with 15 in between and that one-third work after 12:00.

She considers four stories ideal if possible, but most schools can't do it. The best dormitories are two to three stories. If they must be taller, it is good to divide the halls into units of 60 undergraduates, as that seems to be the maximum per supervisor. It is ideal to have 20 to 30 per supervisor, but they can't afford it. The intramural spirit from 60 in a unit is good. They have no "rooms only" halls on campus, as they feel that they cannot pay for the halls without food service. They must go to high rise buildings, but maintain the house unit and idea. They name the houses. They do not allow anyone in the house, but guests in the halls.

At Wisconsin, they serve 3.2 beer and try to hold all parties on campus. They use all party space in the Student Union. The students cannot have beer in their rooms at Wisconsin, only at the parties.

At Indiana there is parking for 35 per cent of the boys and 5 per cent of the girls. They use many police when the students come in at the beginning of a semester. At Wisconsin, there are 8 to 10 spaces immediately adjacent to the women's halls for unloading and the same for men. There are 15 parking spaces per 100 men some distance away.

Mr. Smith said they have restricted limits on the number of cars. The residence halls are on the perimeter but students cannot park on campus. The freshmen do not bring cars. Purdue cut out freshmen cars recently and board costs went up \$40,000 that year due to the students' remaining on campus and eating more. Other students can park on the perimeter and take the bus or walk. They have many summer school visitors, and it is big money for the dormitory system. Every student pays \$36 per year for a parking permit on a first-come, first-served basis, although old students have precedence.

Wisconsin plans to have graduate hall space for 800 in 1966 and 600 more two years later. At Indiana, they have 900 spaces for graduate students and are making plans for more.

Both Wisconsin and Indiana do not want graduate students in undergraduate halls. Neither the undergraduates nor the graduates like it.

At Wisconsin, they use the halls for academic and social purposes. They invite faculty members in, have coffee hours, encourage parties on campus, etc.

Neither Wisconsin nor Indiana likes separate housing by classes, such as freshmen, sophomores, etc.

Thirty-five per cent of the students at Wisconsin are housed, and 48 per cent at Indiana. Neither school requires the students to live in the halls except for freshmen women at Indiana. They do not allow freshmen girls from the college home town to live in the halls.

Indiana has a time table for building purposes and has 9,300 in the halls. No one is now building new, off-campus board-and-room houses, and the old ones are disappearing. There are 30,000 people in the town of Bloomington (Madison is almost the identical size of Lubbock).

Indiana does not worry about the girl who goes out after hours. She is presumed to know what she is doing. They have hostesses to relieve the counselors at night and have one night hostess for 400 to 1,000 girls.

When asked about telephones, Mrs. Nelson said they have them in all rooms at Indiana and they are now on Centrex.

She explained that the Big 10 dormitory people meet regularly and discuss all phases of the operations. They have no secrets. They work together, trade ideas, have no jealousies, have common problems and they all must build faster than they want to.

A conduit is provided so that there are two rooms on one phone, or four persons to one phone. A telephone in the rooms is the best advertisement they ever had, as Mama can call at any time. The students can call out for long distance, but on a collect basis only. On the Centrex system, the students can dial out but there is a switch in the telephone office to catch them if they try to make a long distance call. There are pay phones on ground floors of all the buildings to prepay long distance calls. They collect no long distance bills, but they do pay for the equipment downtown to prevent long distance calls. She said all Big 10 schools have phones in the dormitory rooms.

Mr. Smith said that Wisconsin is fighting phones in each room. They have a phone for each four, but it is placed in the halls although it rings in the rooms. They want to keep the system and not go to Centrex which would add \$20 per student.

Mrs. Nelson said that at Indiana, the dining room, lounges and kitchens are air conditioned but nothing else. There are a few places over the state which have air-conditioned rooms for nurses, doctors, etc.

She said summer conventions are big businesses at both schools. She feels that they will come to having school the year around.

At Indiana, Mrs. Nelson said that Mr. Olson is in charge of operations of the residence halls and Mrs. Nelson, who has had 42 years of experience at Indiana alone, is Executive Director. They have the following divisions:

Food with head, Housing with head, Maintenance with head
and Office Manager. All report to the Director of
Residence Halls.

They do their own room assigning and have their own office building. The Director reports to the Vice President and Treasurer and used to report to the President. The counseling is under the Dean of Students with the head and staff in the Academic Building. There is a head resident in each unit with an assistant for about every 250 residents. Indiana has one of the most expensive systems in the United States, and supervision wants more space for each member of the supervision staff.

Mr. Smith said that at Wisconsin the philosophy of what they want to do is the deciding factor. There will be an investment of \$50 million for housing from 1961 to 1971. They want to know how they can get the most out of it and what it will add to the experience of the students that they can't get from classrooms. There are three divisions: food, maintenance and counseling. They don't see eye to eye; there is no way to get a decision

until it gets to the Vice President, and if there are two Vice Presidents, until it gets to the President. They have all operations under one person, and supervision can be difficult. One office is recommended for all services including counseling, all reporting to the Business Manager although counseling can report to the Dean of Student Life also. Examples of the various problems are breakage, damage, discipline, food, noise, etc. Mr. Smith has all three functions under him, and the advantage is to bring management at lower levels to the students. He feels that counseling, food service and maintenance cannot be separated, and all three are required to make the student happy.

Mr. Smith reports to the Vice President of Finance.

They try to bring the faculty in on the selection of student counselors, or house fellows. There is a faculty committee to aid in the selection of the 72 students. The committee actually interviews all 72. Six and one-half days are required to interview the men and women counselors for the new positions. The system brings the faculty into the process, and the committee really works at it. Panels of students are selected for the committee to choose from, and the committee recommends the people from those who come to be interviewed. The awards are not just on the basis of scholarship. The students are chosen on ability, grades, etc., and once picked they belong to him.

The relation of Mr. Smith to the Dean of Students is strictly one of co-ordination and co-operation. The Dean is head of the committee. There is no way to cross lines built up for communications, and he strongly recommends one person for all responsibilities. They only refer a student to the Dean of Students for discipline if the student would be referred to the Dean if he were living off campus. He feels that it is wrong for all the problems to go to the Dean of Men regardless of the nature.

He said that he will leave an organizational chart and job descriptions with us.

Also, he said their dormitory system has its own accounting system, cashiers, food storage, IBM, etc., all under one pyramid up to one person.

Mrs. Nelson said that over-all communications are necessary for developing residence hall policy.

In counseling, they have tried to get the faculty nearer to the students. (She feels that they use too many graduates to teach undergraduate students.) If the faculty is not close to the students, it becomes a critical group as the school grows, and there is a tendency for the faculty members to sit back and snipe at the dormitory operation. A school needs to figure out how to get the faculty close to the students.

At Wisconsin, Mr. Smith said they have one cashier's office, and over 90 per cent of payments are by check. They collect four times per year. The bills are prepared on IBM equipment. The students are all required to prepay their room and board, as they cannot carry them. If they have difficulty paying, they buck them to the scholarship committee or to the loan fund committee or try to find them a job. They make very few special arrangements. Thirty-five dollars is required when the contract is signed, and the student cannot get it back. It is applied on the fourth bill which is the last one. They went away from deposits, as it cost so much to refund and feel that the present system cuts costs.

At Indiana they have and like the deposit system. They use the data which comes with the deposit for room assignments. They carry the deposit over and earn interest on it. Mr. Smith and Mrs. Nelson do actual room assignments and releasing of rooms through their staff.

Mrs. Nelson said that the buildings at Texas Tech are large, but at their places they are talking about groups of approximately 60 people, and if something undesirable happens, someone always knows who did it.

As for student laundry, she said that Indiana furnishes sheets and pillow cases, but the student laundry is very lucrative. They have over 300 machines and charge 25 cents per wash and 10 cents for drying. They do have machines in the men's halls.

As for vending machines at Wisconsin, the revenue goes to the students and student organizations. They make them buy their own radio and television sets in the lounges, sewing machines, etc. They feel that it keeps them from being eternally after management for new machines and, as a result, the machines have a longer life.

Places have been built in for the vending machines, and they are concentrated on the ground floor or basement. The upper floors cause problems from noise, etc. If the students get the income, they will watch for tampering and report it to the student organization when they won't report it to the administration.

Both Mr. Smith and Mrs. Nelson said that the dining rooms perk up when they have a co-educational feeding.

The Big 10 does not allow athletic dining rooms or dormitories. Athletes cause a big problem by themselves. They eat meals in the hall but have one special meal at the Union when their sport is in season. There is no rebate on the meals missed. The best of the athletes live in the halls, and some of them are hall officers. There is no pressure for the athletes to move.

As for skull sessions, they would provide space, but the athletic department prefers to have it at the athletic setup and have never requested such space. The study hall is carried on by the athletic department but not in the halls.

Mr. Smith said that there is no connection between allocation of rooms and the registrar's office. The registrar's application states that the student must make a separate application for housing. They will accept applications for housing as of October 1 of the preceding years. Assignments are made in February. There is a \$35 deposit. If the student is not admitted to the University, they refund it. Approved housing is not a requisite for registration.

Both Mr. Smith and Mrs. Nelson said that:

The dormitory budget is based on 90 per cent occupancy, but they do better.

They do not require the students to live in the halls.

They do not agree to parietal rules to borrow money and will not do it.

Mrs. Nelson said that the feeling at Indiana is that if the University is going to grow, they must provide housing. They have a 2.2 over-all coverage for dormitory financing and have the best pyramid of paid-off housing in the United States. They fuss with HHFA.

At Indiana the graduate students all have single rooms of approximately 135 square feet. They can put two rooms together if they wish. All others have double rooms, but Indiana is trying to take care of all pocketbooks.

At Wisconsin, Mr. Smith said that most all of the halls are built with double rooms as a matter of expediency. Although there must be some single rooms, some studies have shown that double rooms work out better.

He thought that Texas Tech should provide more flexibility in its housing, and that it is too institutional. It should get different types of housing.

Wisconsin allows a minimum of three years from planning to completion and feel that they need at least a ten-year plan.

Indiana allows four to five years from the idea to completion.

Wisconsin has a separate man to handle off-campus housing, and it is better, as the on- and off-campus offices are in competition.

At Indiana there are 17 different rates for housing.

Mr. Smith said that Wisconsin has central storage for the residence halls. The National Association of College and University Housing Officers, of which he is the immediate past president, is studying high rise versus low rise and central storage. An amount of \$60,000 has been provided for research on both. The report will be out in April or May. It is being done by University Research. Lots of questions cannot be answered now. Should one proceed on a piecemeal basis or construct central storage all at once and try to grow into it?

Texas Tech is going to end up in some kind of central storage or another. One can't have multiple units and have all of the deliveries come from outside.

Mrs. Nelson said that at Indiana the square foot cost for central storage is more expensive than that in the residence halls.

Mr. Smith said that Wisconsin does have central storage. They also have storage units in the different halls. Central storage takes much of the load off the supervisors, as they do not have the inventory and pilfering problems, etc. Also there are ordering advantages to central storage, and we all will have to come to it sooner or later, or to some degree of it.

It would be possible to prepare many foods in one area. Some foods won't permit such preparation and must be prepared in the individual kitchens.

Staffing of the kitchens is a very big problem, and Texas Tech can't keep up the number of kitchens. It should think of consolidating the kitchens and should identify the students with a particular dining room. The dining room should not be too large.

At Indiana, Mrs. Nelson said, the bakers all have bottle troubles. No one could give her a bake shop. Wisconsin has one; Michigan State has one and loses money. She makes all pies, cakes and desserts in the individual kitchens.

Wisconsin runs a bake shop for the purposes of quality. The outsiders who prepare such food are allowing the quality to go down. If quality is compared to that of the run-of-the-mill bake shops, Wisconsin saves money. It is strictly on the basis of quality. Mr. Smith believes that they should have better quality for less money than the products which they can buy from the cheapest bake shop or market. The advantages of a bake shop depend on standards. In Mr. Smith's estimation, the quality should be the highest possible, and it will save a lot of headaches.

They use revolving ovens. They do the pies and pastries in the individual units.

Mr. Smith said that Wisconsin does not serve one menu but co-ordinates the menu to help the over-all work load of the kitchens. As a result, they can use a smaller unit for a butcher shop. Bread can be made one day ahead. All rolls, etc., are used the same day they are baked.

He said that it is better to overplan the cooling facilities.

Evaluation of Texas Tech

1. The units are too big.
 - A. The corridors are too long and cause problems. The results are noise problems and the institutional effect. It would be possible to jog the corridors as Wisconsin has done.
 - B. Put in more social spaces. There would be less horseplay in other areas, and study conditions would improve. The facilities should be on each floor.

- C. Try to get units with which the students can identify themselves. Name the units after people. The units should be as close to complete as possible; no one else should go through them. The students in the units will all know each other. Iowa took the old buildings and split them up. They cannot over-emphasize the unit idea. The bigger we get, the less loyalty to the school. We must get loyalty through the living conditions, and we must have loyalty.
2. Mr. Smith questioned the number of kitchens.
3. Flexibility in housing. Texas Tech should give serious thought to what it wants out of housing. He read from a report and said we must have guidelines for the school.
4. Someone should give us the number of single and married men and women students for both undergraduate and graduate levels, as the reports must cover all of the students as far as the type of housing is concerned; then it will be necessary to break down the projections for the next ten years or so and plan accordingly.
5. We must set aside the area to which we are going with housing. There should be open space around it as, for example, near the tennis courts. We should know the distance from the various parts of the college, whether the halls will be high rise or low rise; there should be a spill-over area where they could play catch; there should be a ten-year program planned in advance.
6. Texas Tech will have to go to high rise dormitories; otherwise, we will get too far away and too spread out. High rise is not ideal, but we can't help it. It is good for women's housing.
7. We should get away from the idea of the split campus as one-half for men and one-half for women. It is better if we mix up the halls; it is better if there is co-educational feeding, as the students have better manners and dress. In addition, there is less horseplay. It provides better grouping, with fewer problems of necking and bad conduct. The men and women students should know each other; it provides more social pressure for good grooming, good manners, etc.

Mrs. Nelson said that when setting up rooms, put yourself in the student's place. Don't expect to get by with less than you have; give all students a desk, lamp, 80" mattress and bed. She suggested that we sleep a few nights in the dormitories to see what we can find out there.

Have the latches that go into the stairways checked. You don't need them. The elimination of latches helps with night noises and will help save money. Stay with it.

Indiana uses 6' x 9' rugs in all rooms. They will carpet the halls from here on. They have found that there is 50 per cent less maintenance and 10 per cent less heat required. They use undyed wool rugs. They can get variance in the undyed wool and can clean it. All doors should be set so that the carpet can be turned around to provide less wear at the entrances.

At Indiana they put marble over the showers and tubs and on the window sills. They have found that they can't keep paint on the surfaces.

The dormitories should be made maintenance free first and then comfortable and both should be studied; and live there to be sure.

The exterior maintenance on high rise buildings is very costly. Don't conserve on outside materials.

Don't make all dormitories low or high rise. Mix them up and make it attractive.

They put up an aerial for each building. The outlet is placed in the recreation room in the basement. The room can be locked up, as people come through who steal the sets, especially TVs and high firs.

The board and room at Wisconsin runs from \$780 to \$870. At Indiana, the normal rate is about \$785. Both expect to be up to \$1,000 in ten years.

At Wisconsin, all students pay \$36 to park on campus and \$12 to park on the periphery of the campus.

At 9 a.m. on February 16, 1963, Mrs. Nelson and Mr. Smith met with Mrs. Bates, Mrs. Birkman, Mr. Burgess and M. L. Pennington in the Office of the Director of Food Service.

Mr. Smith said that he felt we should have minimum, intermediate and maximum predictions of housing needs. They are now one year ahead of their maximum estimation. They went from the minimum to intermediate, to the maximum by necessary stages. The growth of the Graduate School will depend on, to some extent, the availability of graduate housing.

At Wisconsin, the students pay board and room four times per year. They require prepayments and if the students have difficulty, they try to find them jobs, scholarships or loan funds. Ninety per cent of the payments are made by check.

At Indiana, they have the six-payment plan instead of four. They have the equivalent of a night bank depository for the convenience of the students in making payments.

If they want to see a specific student for any reason, they circle the check-off number at mealtime. The students are not allowed to eat past the deadline for payment.

Mr. Burgess reported that most of the students at Texas Tech seem to come from homes where the basis of pay is a straight salary.

Wisconsin requires the first payment before the students come to college, plus the \$35 deposit. If they cancel within ten days from acceptance, they get the deposit back; otherwise, they do not. They send out bills June 1 for \$50, which they will refund in order to jog the students and the parents. The next payment is expected about August 1, and there are other payments after the students arrive at school.

At Indiana, the deadline for a refund is July 1.

As the students sign up at several colleges for dormitories, Wisconsin uses the three cash payments, the \$35 deposit and the June 1 and August 1 payments, to jog the students and have them make up their minds as to which school they wish to attend.

When asked about a penalty for late payment, Mr. Smith said that Wisconsin has no penalty, but the students can't eat unless they make financial arrangements, and they thereby lose \$2.20 a day. He felt that the 25 cent penalty is not worth the trouble it takes to collect it.

Mr. Smith said that Wisconsin probably uses twice as many student employees as we do, and there may be as many as 60 for 800 students. The students cut out other part-time employees. They help the students work out their class schedules so they can work. They make switches in the work schedule and the academic schedule.

At Indiana, with a note from the dormitory office, a student can register early to help with his work schedule.

At Wisconsin, they try to switch jobs first and classes next.

Mr. Smith said that we all must stay on an orderly payment system.

Indiana carries the deposit over as we do at Texas Tech. Wisconsin applies it to the last payment of the year.

At Wisconsin, if the student wishes to move at the end of the semester and there is space, they let him move. Indiana does also, as they feel that they would have dissatisfied students otherwise.

At Indiana, there is a move charge if the student makes the request. There is no charge if the college makes the request.

At Wisconsin, they allow no change for two weeks, as all changes are frozen. (At Indiana it is 30 days) After that, they can change. By that time, they have out a temporary directory prepared on IBM. The counselor can permit changes in his hall and then they put out a permanent directory; and that is the end of it. There are no changes after that until the end of the semester.

They feel that anything which can be done to make the students happier without disrupting the system is good.

They send out the bills to the address requested by the students. Most of the students request that the bills be sent home, and the checks come from home. They believe the parents pay better than the students.

Wisconsin uses the "Uarko" machine for guest meals or any other charge. Indiana uses the same machine. Both used to use receipt books.

Mrs. Nelson and Mr. Smith met also with Deans Jones, Phillips, Garner and Jennings, Mrs. Bates and M. L. Pennington on February 16, 1963.

Dean Jones asked if there are any new concepts on living arrangements (wings) to help in supervision or counseling.

Mrs. Nelson said that at Indiana they use the house concept. They like 50 to 60 students in a house. Mr. Smith said that Texas Tech's corridors are too long and they should be split up some way. We should look for other plans, such as L, Y or V or whatever; we should centralize the baths in such areas.

He said he didn't see how we get by with so little lounge space and mentioned their theory on growth, identify and house concepts.

He said that they have eight party rooms, generally in the basements; they are not fancy and are multipurpose. The rooms can be used for conferences, social events, etc.

He said that Texas Tech has gone from one of the smaller to one of the larger schools faster than most, and that we must give the student something to tie to as his home and they, too, use the house concept.

He thought there should be eight to ten square feet per student in the lounge for each house.

At Indiana, they double up by using the lounges and clear them as soon as they can. They will not reserve the lounge for study, but students can study there.

At Wisconsin, they do not triple them or assign them to the lounge; they do not allow use of the lounge for study, as they feel that the lounges are for other purposes. The lounges are a place for noise if there must be some.

Mrs. Nelson said that they start tripled at Michigan and untriple as they can. The charge is the same whether tripled or double.

Both Wisconsin and Indiana use the dining rooms and party rooms for study. Indiana provides freshmen library books by using one wall of the dining rooms. Wisconsin has some semblance of a library in the residence halls.

Michigan State is buying paperback books by the thousands and distributing them in the lounges. They seem to feel that it is working quite well.

Wisconsin does have some listening rooms, a radio station, photo shop, ham stations, store, libraries, hunting and fishing rooms in the halls. The University supplies only the space; the student must supply the rest.

Indiana even has a chapel.

Wisconsin gives the students the concession income from the halls.

At Wisconsin there is an adult, full-time head resident for 250 girls. She is a graduate student (student fellow) selected by the faculty for each house. The qualification of the head resident at Wisconsin is a Master's candidate and the same for the assistant if possible.

They mentioned the training program. They prefer the MA candidates. They have a single room for the student fellow; the house fellows get board, room and all tuition. A head resident receives from \$6,000 to \$7,500 for 12 months, with one month off, plus spring and the Christmas vacations; it includes room and board at \$100 per month. The assistant to the head resident gets from \$5,000 to \$6,500. They have no full-time staff in the men's residence halls. There is a head fellow for each 16 house fellows. The house fellows stay only two years and are limited to nine to eleven credits per semester. If the student has shown great promise, he can take more credits or take a teaching assistantship.

As for time required, the house fellow is responsible to be there when needed. All are chosen for their ability; they can expect a minimum of 20 hours per week. They cannot have lab courses at night, and they are chosen solely for their own qualifications and not their field of study. They will not take medical students or researchers.

Thirty-five dollars is the estimated cost of supervision per student. They run from \$28 to \$40 per student in the Big Ten; the period of time is for nine or ten months.

The fellows are chosen by a committee composed mostly of faculty members. The committee represents as broad base of the faculty as possible; two new ones are added to the committee each year. There are nine members in all. Mr. Smith is on the committee; the committee has the same status as all other committees. It reports to the faculty and is appointed by the President.

Do any of the head residents teach? At Indiana, "no," not at present, although there have been exceptions. They encourage the staff to take graduate work, three hours or so. All head residents have faculty status.

Advantages of faculty appointments of house fellows are confidence of the faculty; housing staff does academic counseling in the halls so that the faculty doesn't have to.

The grades are on IBM. Every house fellow has the grades within one week; the fellows are able to spot trouble and can refer the students to the counselors. A lot of responsibility is given to the fellows; they shy away from Psychology and Counseling candidates.

The idea of staffing new women's halls at Texas Tech: The resident counselors in the women's halls should have no duties except the girls. There should be no administrative duties; no late duties such as letting the students in, etc.

Mr. Smith suggested that we do some thinking about the policy we are going to follow in housing. Whether or not housing is going to be a part of the total academic program should be considered.

He then read a list of 12 items.

He said that at Wisconsin they have men and women's housing in all areas. They share the dining rooms, lounges, etc. They have buffet service three times a week, and they can invite men or women by houses. It is a dress-up, high-caliber affair. The rest of the service is cafeteria style.

They do not shoot at a certain percentage of students in housing, but go according to University policies. They estimate the number of residents for each category. They want them all to be University oriented; they want them tied closely to the college in the University influence area. They publish ten-year statements of what the University will do, and then everyone knows what the town is expected to do. They make no promises to off-campus housing owners, but the off-campus facilities are inspected and approved by the University.

When you go into off-campus housing, you must take the good with the bad. All must accept off-campus housing as a necessity, but they do it reluctantly. However, it gives the student the choice of being on or off campus.

They do not mix on- and off-campus housing, as each is controlled by a different office.

Caution! Lots of people want to build and lease off-campus housing. You should shy away.

The off-campus housing bureau is responsible to the Dean of Students and is financed by college funds.

The counseling theory is for the counselors to be themselves. They do not use the professional approach; all employees help in the counseling program (maids, food servers, etc.). All employees should be kept up to date with the objectives and procedures. Wisconsin spends much time talking with the employees in order that all can be informed. People who are in contact with the people must know the objectives.

The organization should be set up to move fairly rapidly so the students won't graduate before the plans are completed.

All phases of the housing operation must work together.

At Indiana, the counseling is under the Dean of Students.

At Wisconsin, the relationship between the faculty is very important, and Mr. Smith thinks that we should do more of it here. Indiana has it and Wisconsin is working towards a faculty sponsor for each house. As a result, the faculty will feel more responsibility and won't sit back and snipe.

Indiana allows five faculty guests per week, and they can accumulate the number.

Mr. Smith said that they invite the counselors back every five years. They put out a publication after Christmas and go to a great deal of trouble to keep them all posted and interested. They have received some very good results.

M. L. Pennington
Vice President for
Business Affairs

Campus Planning Committee
March 7, 1963
Attachment No. 467
Item 2335-A

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the President

2-25-63

TO: Mr. Pennington

Subject: Day Dreams

Should we be able to build a research building, using NSF matching funds, where could we put it?

I realize that its use would be a factor, but right now I am thinking only of available space. Obviously south of the Chemistry Building would be one possibility, but it looks as though we will need those shacks for some time to come.

I am not asking for a definite answer, but would like to have the thoughts of the CPC. Thank you.

/s/ R. C. Goodwin

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the Vice President
for Business Affairs

2-25-63

To: Dr. Goodwin

Subject: Day Dreams

Would the research building be entirely for research or could there be labs, offices, etc., in it?

Would it be primarily for one department, as Chemistry? If it were for Chemistry and could be for something besides research, the site south of Chemistry should be used. If it is for the Science Departments, it probably would be west of the Science Building. If it should be for over-all campus research, the location could be a problem.

If the building should be just for research and the College must supply one-half of the building funds from the Constitutional Amendment Building Funds, wouldn't we need to decide whether research or general facilities were most needed? From the standpoint of growth in numbers, the general facilities would seem to me to have the inside track. From the viewpoint of research and graduate work, perhaps research facilities would be in the lead. It would seem to me to be wise to try to get donations to match NSF funds for research and use the Constitutional Amendment Building money for more general purposes until 1968. The sum of \$500,000 from donations would seem to be obtainable.

Whatever we do, I think we should shift into high gear.

The information requested will be help to the CPC, and we will be happy to consider the question.

M. L. P.