

FEBRUARY 19, 1951

Lubbock, Texas
February 19, 1951

The Board of Directors of Texas Technological College met in regular session in the Office of the President, Texas Technological College, Lubbock, Texas, at 10:00 A.M., Monday, February 19, 1951. The following were present: Directors Thompson, Chairman, Ince, Weymouth, Wooldridge, McLaughlin, Pfluger, Price, and Tom Abbott; President Wiggins, Vice President Jones, Secretary Gaston, Comptroller Pennington, and Assistant Secretary Wells.

629. President Wiggins presented the agenda under the date of January 19, 1951, and recommended its approval. Upon motion made by Mr. Weymouth, seconded by Mr. McLaughlin, the Board approved the first twelve pages of the agenda (Items 479 to 628, inclusive).

630. President Wiggins recommended the acceptance of the low bid of Mr. Joe Telford, Contractor, Lubbock, Texas, in the amount of \$1,987.00 to install window guards on the ground floor of the Library Building. Upon motion made by Mr. Price, seconded by Mr. Wooldridge, the Board approved the acceptance of the low bid and the awarding of a contract to Contractor Telford. The above amount to be paid from the unappropriated balance. Summary of bids attached, Item I, p. 4.

631. Upon motion made by Mr. Weymouth, seconded by Mr. Pfluger, the Board approved the installation and connection of a 6" water main from the steam tunnel to the Engineering Building. This installation will increase the cost of the Engineering Building Contract with the R. F. Ball Construction Company in the amount of \$693.14.

632. Upon motion made by Mr. Price, seconded by Mr. Weymouth, the Board approved payment of architect's fees to Wyatt C. Hedrick, Fort Worth, Texas, in the amount of \$520.92 for architect's services in connection with the installation of an elevator in the Chemistry Building. The installation contract was awarded to Hunter-Hayes Company, Dallas, Texas, on July 1, 1948. The amount of the contract was \$8,682.00 and the date of the agreement with Mr. Hedrick was May 4, 1948. The above amount to be paid from the unappropriated balance.

633. Upon motion made by Mr. Pfluger, and seconded by Mr. McLaughlin, the Board authorized repairs to the roof of the old Home Economics Building and the awarding of a contract in the amount of \$1,698.00. This amount to be paid from the unappropriated balance and the repair work to be done by the Lydick Roofing Company of Lubbock, Texas. Statement on work to be done attached, Item II, p. 4.

634. Upon motion made by Mr. Ince, and seconded by Mr. Price, the Board authorized changes in roof pitch on the Wings of the Administration Building in order to coincide with pitch on the present Administration Building. The change to cost \$487.98 which will be added to the original contract of W. G. McMillan, Lubbock, Texas. An analysis of changes to be made attached, Item IV, p. 5.

635. Upon motion made by Mr. Weymouth, seconded by Mr. McLaughlin, the Board accepted the low bid and awarded a contract in the amount of \$2,140.55 to R. H. Elder, Lubbock, Texas, to make improvements on Building X-6 on the Poultry Farm. The above amount to be paid from the unappropriated balance. Summary of bids and work to be done attached, Item III, p. 4.

636. Upon motion made by Mr. Ince, seconded by Mr. Pfluger, the Board accepted a credit on the Wings of the Administration Building Contract of \$1,800.00 from W. G. McMillan, Building Contractor, Lubbock, Texas, for the omission of waterproofing the inside of the outside walls above the ground on the two Wings of the Administration Building.

637. President Wiggins requested a correction of Item 3073 in the August 12, 1950, Board Minutes. The contract with A. M. Lockett and Company (Worthington Pump and Machinery Corporation), Dallas, Texas, for the boiler feed water treating equipment in the Power House was written in the Minutes as \$4,305.00, but the correct amount is \$4,350.00. Upon motion made by Mr. McLaughlin, seconded by Mr. Wooldridge, the Board approved the correction.

638. Upon motion made by Mr. Wooldridge, seconded by Mr. Ince, the Board authorized an appropriation from the unappropriated balance in the sum of \$1,500.00 to supplement awards to graduate students who hold scholarships, fellowships, teaching fellowships and/or part-time instructors. This amount to be used in offering aid not to exceed \$125.00 per semester or not to exceed \$100.00 for the summer session per student; this amount to be used in aiding out-of-state students during the second semester 1950-51 and summer session 1951.

639. Upon motion made by Mr. Price, seconded by Mr. Wooldridge, the Board approved out-of-state travel for President Wiggins to Atlanta and West Point, Georgia, on March 2, 3, and 4. Expenses to be paid from the Office of the President Maintenance Account.

640. It was the consensus of the members of the Board that the arrangements for securing the services of an architect for the repairs and alterations to the Chemistry and old Engineering Buildings should be left to President Wiggins. (The use of Mr. Urbanovsky was approved, provided he secures a license.)

641. President Wiggins read a Resolution from the City of Lubbock to the Board requesting an easement to certain land to be used in constructing a highway across the campus. A copy of the Resolution is attached, Item V, p. 6.

Upon motion made by Mr. McLaughlin, and seconded by Mr. Weymouth, the Board approved the granting of an easement, as requested in the Resolution, provided such an easement would be acceptable to the Highway Department of the State of Texas. President Wiggins was authorized to contact Mr. DeWitte Greer, Chairman, Texas Highway Department, and ascertain whether or not such an easement would be acceptable to the Highway Department. President Wiggins was authorized to take the necessary steps to secure permission from the legislature to use such land as required by the Highway Department to complete the highway referred to in the attached Resolution, in event such action is necessary.

642. Mr. C. E. Weymouth presented to the Board a copy of a statement of policy relative to the three major institutions of higher education in Texas: namely, The University of Texas, Agricultural and Mechanical College of Texas, and Texas Technological College. Upon motion made by Mr. Weymouth, seconded by Mr. Price, Mr. Charles C. Thompson, Chairman of the Board, was authorized to sign the statement of policy for the Board. This motion received unanimous approval. The full text of the statement of policy is attached and made a part of these Minutes, Item VI, p. 7.

643. Upon motion made by Mr. Pfluger, seconded by Mr. Weymouth, the Board approved the changes in utility system contracts as requested in the agenda of January 19, 1951. In summary, the changes increased the Martyn Brothers, Inc., Dallas, Texas, contract by \$7,690.88; The J. P. Ashcraft Company, Dallas, Texas, contract by \$732.98; The Empire Electric Company, Fort Worth, Texas, contract by \$911.05; The Standard Construction Company, Lubbock, Texas, contract by \$14.13; total additions to utility contracts, \$9,349.04.

644. J. Lee Hogue, Jr., Tulsa District Corps of Engineers, Carl E. Rantzow, Southwest District Engineers Office, Dallas, Texas, and C. J. Doering, Office, Chief of Engineers, Washington, D. C., representing The Department of Army, met with the Board. They presented a letter to President Wiggins from the Honorable Frank Pace, Jr., Secretary of the Army, relative to taking possession of a part of the PanTech farm for use during the national emergency. The group representing The Department of Army suggested that a committee from the Board be designated to meet with the representatives of the Army to work out details relative to taking possession of the property by the Government.

Chairman Thompson appointed the following committee:

Mr. C. E. Weymouth, Chairman
Mr. Raymond Pfluger
Mr. C. T. McLaughlin

Upon motion made by Mr. Abbott, seconded by Mr. Ince, the Board approved the appointment and gave the committee authority to act for the Board of Directors in working out the necessary agreement with the Department of Army.

The letter to President Wiggins and the reply from the Board is attached and made a part of these Minutes, Item VII, p. 8, and Item VIII, p. 9.

645. Upon motion made by Mr. Ince, and seconded by Mr. Abbott, the Board approved the appointment of Sammy Baugh of Sweetwater, Texas, as a member of the Board of Directors of The Texas Technological College Foundation.

646. Upon motion made by Mr. Price, and seconded by Mr. Weymouth, the Board fixed the date for the next meeting as Monday, May 21, 1951, 9:30 A.M. in the Office of the President.

647. Upon motion made by Mr. McLaughlin, seconded by Mr. Pfluger, the Board authorized the Building Committee to attempt to negotiate with the low bidder, Mr. W. G. McMillan, Building Contractor, Lubbock, Texas, in an effort to cut the bid for the proposed Student Union Building to approximately \$500,000.00, including architect fees. If the negotiated bid should be satisfactory to the Building Committee, a contract would be recommended, subject to approval by the Board of Directors. A tabulation of the bids is attached, Item IX, p. 9.


648. The following officers were elected:

Charles C. Thompson, Chairman
C. E. Weymouth, Vice Chairman
W. T. Gaston, Secretary
J. Roy Wells, Assistant Secretary

A list of the Standing Committees is attached, Item X, p. 10.

Adjournment - - The Board adjourned at 3:00 P.M., February 19, 1951, until its next meeting on Monday, May 21, 1951, to be held at 9:30 A.M., in the Office of the President, Texas Technological College, Lubbock, Texas.

February 21, 1951


J. Roy Wells
Assistant Secretary

Attachments

1. Bid to Install Library Window Guards, Item I, p. 4.
2. Home Economics Building Repairs, Item II, p. 4.
3. Improvements on X-6 on Poultry Farm, Item III, p. 4.
4. Change in Roof Pitch, Wings of the Administration Building, Item IV, p. 5.
5. Resolution from City of Lubbock, Item V, p. 6.
6. Statement of Policy, Item VI, p. 7.
7. Letters from Department of Army, Item VII, p. 8.
8. Chairman Thompson's Letter to Army, Item VIII, p. 9.
9. Bid Tabulations on Student Union Building, Item IX, p. 9.
10. Standing Committees of the Board, Item X, p. 10.
11. Agenda

ATTACHMENTS FOR BOARD MINUTES
MEETING OF FEBRUARY 19, 1951

ITEM I

- Bid to install window guards on the ground floor of the Library Building:
- a. Joe Telford, Lubbock, Texas \$1,987.00
 - b. W. B. Abbott, Jr., Lubbock, Texas 2,000.00
 - c. R. H. Elder, Lubbock, Texas 2,521.20

ITEM II

Re: Home Economics Building Repairs
"We have inspected the roof, gutter and conductor pipe on the remainder of the Home Economics Building and would recommend that the following work be done:

Remove all tile, gutter and nailing strips, install new copper gutter, new conductor pipe, mop on 2 - 15# felts, install wood nailing strips and re-lay tile. We propose to do this work for the sum of ONE THOUSAND SIX HUNDRED NINETY EIGHT DOLLARS (\$1,698.00).

"We recommend removing the tile because we believe this will have to be done in the not-too-distant future since the roof has been on for twenty-two years; should you wait until later to have it done, a part of the tile we are applying on the addition would have to be removed and re-layed, increasing the cost considerably."

(by) Dan Ellis, Manager
LYDICK ROOFING CO.
Lubbock, Texas

*Lydick is contractor
for roof of new
building & same
firm showed
do entire job
also job is
cheaper by using
same firm.*

ITEM III

- Bid on proposed improvements on X-6 on Poultry Farm: (Base bid given in each case).
- a. R. H. Elder, Lubbock, Texas \$2,140.55
 - b. W. B. Abbott, Jr., Lubbock, Texas 2,484.00
 - c. Joe Telford, Lubbock, Texas 2,396.50

WORK ON BUILDING X-6, POULTRY FARM

- 1. Building new partitions, using 2 x 4" studding on 16" centers, wall to be ½" depressed edge sheetrock; 1 x 6" baseboard on floor line, at ceiling line place approved molding.
- 2. Doors to be of stock of the same overall dimensions as doors now in the building.
- 3. Existing doors to be placed in first class condition.
- 4. Repair outside walls and roof deck.
- 5. Concrete steps to basement.
- 6. Build 6" concrete walls at the North and South ends of the basement, reinforced with ½" round bars 12" on centers each way.
- 7. 4" concrete floor in basement.

(For details see specifications.)

ITEM IV

Change in Roof Pitch, Wings of the Administration Building

Letter from W. G. McMillan, dated January 5, 1951:

"Sheet S-5, lower right hand corner, shows the roof pitch for the two wings to be cut on 5 to 12 pitch. Upon making a pattern, however, for cutting our joists, we find that the existing roof is a 6 and 12 pitch. The difference in pitch adds a strip 1-1/2' wider for the length of the building to the area to be roofed.

"We can still use the 12 and 14 foot length 2 x 8's, but it will be necessary to increase the length of the 2 x 4 vertical intermediate studs, add the necessary shiplap decking and 2 x 4's under the clay tile.

"The attached itemized additional cost for the two sides amounts to \$487.98. We feel that we would be entitled to a credit in this amount."

Analysis of Additional Roof Area

5 to 12 pitch length one side 23' 3-1/2"
6 to 12 pitch length one side 24' 0 15/32"

Shiplap decking 1.5' x 130' = 195 S.F. x 1-1/6 = 227 B.F.
2" x 4" Studs 130 x 9" = 97 x 2/3 = 64 B.F.
2" x 4" under clay tile roofing 312 x 9" x 2/3 = 156 B.F.
447 B.F.

447 B.F. Lumber @ \$120.00 M = \$ 53.64
Labor hauling, hoisting & installing lumber = 44.70
Nails = 2.00
1.95 sqs. clay tile roof @ \$60.00 = 117.00
Insurance on Labor = 4.47

\$221.81

Plus 10% Overhead and Profit

22.18

\$243.99

Two Sides

X 2

\$487.98

ITEM V

RESOLUTION

WHEREAS, the Texas State Highway Department and the Federal Bureau of Public Roads have allocated funds for the construction of a highway abutting on the East and approximately paralleling the Santa Fe Right-of-Way across the Texas Tech College Campus, and East along 4th Street to College Avenue, such funds to be forfeited unless used within a two-year period after July, 1951, and

WHEREAS, such highway is deemed necessary to adequately handle and disperse increasing traffic loads in and near the West part of the City of Lubbock, and especially in the Texas Tech area, and

WHEREAS, the Legislature is now in session and special legislation may be required to authorize use of such strip of land, and the governing body of the City of Lubbock desires to extend its cooperation to President D. M. Wiggins and other college authorities in securing the right to use such strip for highway purposes at the earliest practicable time, to take advantage of the allocations above mentioned and to avoid delay in opening this proposed highway, THEREFORE,

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LUBBOCK:

THAT, President D. M. Wiggins and other Texas Tech college authorities be, and they are hereby extended the cooperation of the City of Lubbock in securing legislation, if required, authorizing the Texas Tech Board of Directors to grant an easement for highway purposes to a strip of land abutting the Santa Fe railroad tracks on the East side, parallel thereto and traversing the campus between 19th Street and 4th Street and East along 4th Street to College Avenue.

On motion of Commissioner Davis, seconded by Commissioner Hufstedler, the foregoing Resolution was unanimously passed by an affirmative vote of the City Commission this 25th day of January, 1951.

/s/ Clarence K. Whiteside
Mayor

ATTEST:

SEAL

/s/ Lavenia Lowe
City Secretary

ITEM VI

February 12, 1951

President D. M. Wiggins
Texas Technological College
Lubbock, Texas

Chancellor Gibb Gilchrist
Agricultural and Mechanical College of Texas
College Station, Texas

Chancellor James P. Hart
The University of Texas
Austin, Texas

Gentlemen:

The governing boards of your respective institutions respectfully request you to explore the possibilities of coordinating the present and future operations of our three institutions by defining for each the principal fields of its major activities; by making the unique features and equipment of each available to students of the others; by defining the standards of graduate work to the end that graduate degrees from all of these schools may meet the most rigorous requirements and be accorded the highest recognition; by eliminating to the greatest extent possible wasteful duplication of effort or equipment; by fixing and seeking approval for teaching salaries sufficiently large to keep all of these schools on a fully competitive basis with other leading institutions of the United States; by work in unison with the Legislative Council in furtherance of its program, so far as it is deemed sound, but with insistence that these three schools require for their very existence as institutions of the first class support and freedom of action comparable to that enjoyed by competing institutions throughout the nation; by study of any related subjects which, in your sound judgment, would tend to promote the object of our inquiry and by arranging at least once each year for a joint meeting of the three governing boards and your principal executives and advisors to the end that this may be a continuing relationship improving each year through experience and through better knowledge of the fields of service in which these schools should continue preeminent.

We appreciate that the study we ask of you will require a great amount of time and effort. We believe its importance fully justifies both. We will appreciate your findings at the earliest practicable date.

Yours sincerely,

Charles C. Thompson
Chairman of The Board of
Directors of Texas Technological
College

G. R. White, President of The
Board of Directors of The Agri-
cultural and Mechanical College
of Texas

D. K. Woodward, Jr.,
Chairman of The Board of Regents
of The University of Texas

ITEM VII

DEPARTMENT OF THE ARMY

WASHINGTON 25, D. C.

February 16, 1951

Dr. D. M. Wiggins
 President
 Texas Technological College
 Lubbock, Texas

Dear Dr. Wiggins:

Reference is made to quitclaim deed executed on April 1, 1949, whereby the Government conveyed to the Texas Technological College certain lands and facilities for educational purposes on the condition, among others, that during any national emergency the United States of America or its agencies shall have the right to the full and unrestricted use of the said property, without charge except as otherwise set forth in the said deed.

In view of the national emergency declared by the President of the United States on December 16, 1950, and the immediate necessity for the expansion of military and related facilities in order to provide for the national defense this is to advise that the United States hereby elects to exercise its rights under the above cited deed of conveyance for the exclusive use of the following described property, together with all improvements and appurtenances thereon or pertaining thereto:

John H. Gibson Survey: The $N\frac{1}{2}$ of Section 31, all of Sections 32, 33, 34, 36, 37, and 38, the $N\frac{1}{2}$ of Section 39; the $E\frac{1}{2}$ of $NE\frac{1}{4}$ of Section 48; the $E\frac{1}{2}E\frac{1}{2}$ and the $N\frac{1}{2}NW\frac{1}{4}NE\frac{1}{4}$ and the $N\frac{1}{2}N\frac{1}{2}NW\frac{1}{4}$ of Section 49; all of Sections 50, 51, 54 and 55; the $N\frac{1}{2}N\frac{1}{2}NE\frac{1}{4}$ and $N\frac{1}{2}N\frac{1}{2}NW\frac{1}{4}$ of Section 56. Also all that portion of the Lyman Brewer Survey No. 6 $\frac{1}{2}$ lying north of the prolongation of a line describing the $N\frac{1}{2}N\frac{1}{2}NW\frac{1}{4}$ Section 56 and the South 237.2 acres of M. F. Wright Survey No. 7. The entire area comprises approximately 7726 acres of land, in Carson County, Texas.

It is understood there is to be a meeting of the Board of Directors of the Texas Technological College on February 19, 1951, at which time the requirements of the United States for the use of the above described property will be discussed. Every effort will be made to have representatives of the Department of the Army, and other interested Government agencies present at your meeting to work out the details relative to the taking of possession of the property by the Government with a view to minimizing the disruption of any activities in which the College is now engaged with respect to the land and facilities involved and for the making of orderly arrangements as to the provisions of utilities and other service requirements for the area to be used by the Government.

Sincerely yours,

/s/ Frank Pace, Jr.
 Frank Pace, Jr.
 Secretary of the Army

ITEM VIII

TEXAS TECHNOLOGICAL COLLEGE
LUBBOCK, TEXAS
February 19, 1951

Office of the Board of Directors

Mr. Frank Pace, Jr.
Secretary of the Army
Washington, D. C.

Dear Mr. Pace:

Receipt is acknowledged of your letter dated February 16, 1951, advising Texas Technological College of the necessity of the Department of the Army to use a portion of the Pantex Ordnance Plant in accordance with the rights of the Department under the deed of conveyance.

Your representatives met with the Board of Directors of Texas Technological College on February 19, 1951, and have explained the government's need for the property as outlined in your letter.

In order to work out details and to facilitate the preparation of the necessary agreements relative to taking possession of the property, a committee of the Board of Directors of Texas Technological College has been appointed to work with your representatives. This committee is as follows:

Mr. C. E. Weymouth, Chairman
Mr. Raymond Pfluger
Mr. C. T. McLaughlin

You may be assured that it is the sincere desire of Texas Technological College to cooperate with the Department of the Army in the furtherance of the defense effort during this period of National Emergency.

Sincerely yours,

Charles C. Thompson,
Chairman

ITEM IX

The bids for the Student Union Building for Texas Technological College were opened and tabulated on Monday afternoon, February 19, 1951, Aggie Auditorium, at 2:00 P.M. The bids were opened by M. L. Pennington, Comptroller, read by Mr. Atkinson, Architect, and tabulated by E. J. Urbanovsky. The following bids were presented to the Board during the afternoon session:

<u>Contractors</u>	<u>Base Bid</u>	<u>Calendar Days</u>
1. R. F. Ball Houston, Texas	\$665,360.00	400
2. D. C. Bass Enid, Oklahoma	674,987.00	Not listed
3. T. C. Bateson Dallas, Texas	699,000.00	400
4. W. C. McMillan Lubbock, Texas	599,684.00	460

ITEM X

BOARD OF DIRECTORS
1951-1952

OFFICERS

Charles C. Thompson, Chairman

Chanslor E. Weymouth, Vice Chairman

W. T. Gaston, Secretary

STANDING COMMITTEES

- a. Building Committee:
C. E. Weymouth, Robert B. Price and Leon Ince
- b. Executive Committee:
George Benson, Charlie Wooldridge, Tom Abbott
and Raymond Pfluger
- c. Finance Committee:
Robert B. Price, C. T. McLaughlin and George
Benson
- d. Legislative Committee:
C. T. McLaughlin, Tom Abbott, Leon Ince and
George Benson
- e. Local Affairs:
Leon Ince, George Benson and Tom Abbott

SPECIAL COMMITTEES

- a. Agricultural Committee:
Raymond Pfluger, C. E. Weymouth and Robert B.
Price
- b. Textiles Committee:
Charlie Wooldridge, Leon Ince, Raymond Pfluger
and George Benson
- c. Minerals Committee:
C. E. Weymouth, C. T. McLaughlin and Tom Abbott

TEXAS TECHNOLOGICAL COLLEGE
OFFICE OF THE PRESIDENT
LUBBOCK, TEXAS

JAN 19 1951

TO THE HONORABLE MEMBERS OF THE BOARD OF DIRECTORS
OF TEXAS TECHNOLOGICAL COLLEGE

Gentlemen:

I am submitting herewith the agenda for Texas Technological College for consideration of the Board of directors at a meeting to be held in Lubbock, Texas, February 18, 1951.

RECOMMENDED ACTIONS

Office of the President

479. Appoint Mr. J. Roy Wells as Assistant to the President, effective February 1, 1951 through August 31, 1951, at a salary rate of \$7500.00 for 12 months, vice Mr. L. Edwin Smith, resigned. (Budgeted salary, \$7000.00 for 12 months).

480. Employ Mrs. Betty Massey as Temporary Receptionist for the period, November 1, 1950 through November 30, 1950 on a full-time basis; and, for the month of December 1950 on a day by day basis at the rate of \$200.00 per month. (Budgeted salary).

481. Employ Miss Daphne Hoover as Receptionist, effective January 1, 1951 through August 31, 1951, at a salary rate of \$2400.00 for 12 months, vice Miss Doniece Cline, resigned. (Budgeted salary).

Office of the Comptroller (Auditing)

482. Accept the resignation of Mrs. Zell Cleveland, Bookkeeping Machine Operator, effective at the close of the day, January 6, 1951. (Budgeted salary, \$2400.00 for 12 months).

483. Employ Mr. William B. Robinson as Inventory Clerk, effective January 10, 1951 through August 31, 1951, at a salary rate of \$2400.00 for 12 months, vice Mrs. Zell Cleveland, Bookkeeping Machine Operator, resigned. (Budgeted salary).

484. Change the salary rate of Miss Gerie L. Pirkey, Bookkeeping Machine Operator, from \$175.00 to \$200.00 per month, effective February 1, 1951 through August 31, 1951. (Budgeted salary, \$2400.00 for 12 months).

Office of the Comptroller (Purchasing)

485. Accept the resignation of Mrs. Julia E. Hudson, Typist, effective at the close of the day, January 27, 1951. (Budgeted salary, \$1800.00 for 12 months).

Office of the Comptroller (General Services)

486. Employ Mrs. Emma J. Davis as Assistant P.B.X. Operator, effective December 1, 1950 through August 31, 1951, at a salary rate of \$1500.00 for 12 months, vice Mrs. Betty Jewel Griffin, resigned. (Budgeted salary).

IBM Office

487. Change the salary rate of Miss Anna Kathryn Hutton, IBM Operator, from \$175.00 per month to \$200.00 per month, effective February 1, 1951 through August 31, 1951. (Budgeted salary, \$2100.00 for 12 months).

Office of the Registrar

488. Employ Mrs. Garnett I. Poole as Clerk, effective November 27, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Miss Rosemary Nelms, resigned. (Budgeted salary).

Office of the Registrar

489. Accept the resignation of Mrs. Darlene Brown, Clerk, effective at the close of the day, December 15, 1950. (Budgeted salary, \$1800.00 for 12 months).

490. Employ Mrs. Jean Ellen Meeks as Clerk, effective December 5, 1950 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Mary Pat Richardson, resigned. (Budgeted salary).

491. Accept the resignation of Mrs. Mary Pat Richardson, Clerk, effective at the close of the day, November 30, 1950. (Budgeted salary, \$1800.00 for 12 months).

492. Employ Mrs. Shirley Ann Boren as Clerk, effective January 10, 1951 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Darlene Nance Brown, resigned. (Budgeted salary).

Office of the Dean of Men

493. Accept the resignation of Mrs. Virginia Whitsitt, Secretary, effective at the close of the day, January 15, 1951. (Budgeted salary, \$2400.00 for 12 months).

494. Employ Miss Ruby Jo Popejoy as Temporary Secretary for the period, January 16, 1951 through January 31, 1951, at a salary rate of \$2400.00 for 12 months. (Budgeted salary).

Animal Husbandry

495. Accept the resignation of Roger McCown, Jr., Farm Hand, effective at noon, December 16, 1950. (Budgeted salary, \$1800.00 for 12 months).

496. Accept the resignation of Joe Igo, Horseman, effective at the close of the day, December 31, 1950. (Budgeted salary, \$1800.00 for 12 months).

Plant Industry

497. Accept the resignation of Mrs. Wanda Sikes, Secretary, effective at the close of the day, January 17, 1951. (Budgeted salary, \$1800.00 for 12 months).

498. Employ Mrs. Lynn Willow Ekern as Secretary, effective January 18, 1951 through August 31, 1951, at a salary rate of \$1800.00 for 12 months, vice Mrs. Wanda Sikes, resigned. (Budgeted salary).

Chemistry

499. Accept the resignation of Roy Wilkinson, Stock Clerk, effective at the close of the day, December 31, 1950. (Budgeted salary, \$2400.00 for 12 months).

500. Employ W. W. Parker as Stock Clerk, effective January 1, 1951 through August 31, 1951, at a salary rate of \$2400.00 for 12 months, vice Roy Wilkinson, resigned. (Budgeted salary).

Education

501. Lapse the remainder of the salary of Professor J. T. Shaver, deceased, effective at the close of the day, November 28, 1950, in the amount of \$2996.08. (Budgeted salary, \$4100.00 for 9 months).

502. Appoint Mr. Leverett L. Guess as Part-time Instructor in Education, effective December 14, 1950 through January 31, 1951, at a salary rate of \$1400.00 for 9 months.

503. Appoint Miss Fern Landers as Full-time Instructor in Education, effective December 14, 1950 through January 31, 1951, at a salary rate of \$2800.00 for 9 months. (Budgeted salary, \$1400.00 for Half-time Instructor for 9 months).

504. Accept the resignation of Doctor Benjamin L. Gotham, Part-time Assistant Professor of Education, effective at the close of the day, December 31, 1950. (Budgeted salary, \$750.00 for the fall semester, 1950-51).

Education

505. Appropriate from the unappropriated balance, the sum of \$79.31 to the Maintenance Account in the Department of Education. (This amount to be used to pay the expenses of Doctor Witt Blair as consultant for a program held on the campus of Texas Technological College in Elementary Education).

English

506. Accept the resignation of Mrs. Margaret Cobb, Instructor in English, effective at the close of the day, January 31, 1951.

Journalism

507. Accept the resignation of Mr. Cecil Horne, Professor of Journalism and Director of Texas Tech Press, effective at the close of the day, December 31, 1950; and lapse the remainder of Mr. Horne's salary, \$3055.58. (Budgeted salary, \$5000.00 for 9 months).

508. Employ Mr. Allen O. Hammer as Assistant in Photography for the period, January 3, 1951 through January 29, 1951, at a salary of \$75.00.

509. Appoint Mr. Bill Weeks as Instructor in Photography for the spring semester 1950-51 only, at a salary rate of \$1500.00 for the period.

510. Close the West Texas Scholastic Press Clinic Account Number 2630 and transfer the balance of \$13.23 in this account to Maintenance in the Journalism Department Account Number 712.

Physical Education for Men

511. Accept the resignation of Mrs. Mahota Ross, Secretary, effective at the close of the day, November 30, 1950. (Budgeted salary, \$2100.00 for 12 months; \$1050.00 paid from Department of Physical Education for Men and \$1050.00 from Athletic Funds).

512. Employ Mrs. Adalou Rampy as Secretary, effective December 1, 1950 through August 31, 1951, at a salary rate of \$2100.00 for 12 months, vice Mrs. Mahota Ross, resigned. (To receive \$1050.00 from Department of Physical Education for Men, and \$1050.00 from Department of Care and Maintenance of Grounds).

513. Appropriate from the unappropriated balance, the sum of \$1005.00. This amount is to be used in paying for registration services to the Physical Education Department furnished by the Lubbock Bowling Club. Student fees for these activities will compensate the amount of this appropriation.

514. Appropriate from the unappropriated balance, the sum of \$1040.00. This amount is to be used to pay for the use of the Lubbock Boys Club swimming pool for the fall semester 1950-51. (One-half of this amount to be paid December 1, 1950 and the remaining portion on February 1, 1951).

Business Education and Secretarial Administration

515. Accept the resignation of Miss Leone Orner, Assistant Professor of Business Education and Secretarial Administration, effective at the close of the fall semester 1950-51.

Museum

516. Accept the resignation of Mr. Alfred L. Moore, Archaeologist, effective at the close of the day, November 30, 1950.

517. Employ Miss Patricia Allgood as Archaeologist, effective December 1, 1950 through August 31, 1951, at a salary rate of \$2400.00 for 12 months, vice Mr. Alfred L. Moore, resigned. (Budgeted salary).

Library

518. Accept the resignation of Mrs. Kaye Jones, Order Clerk, effective at the close of the day, January 15, 1951. (Budgeted salary, \$1900.00 for 12 months).

Library

519. Employ Mrs. Elaine C. Tyler as Order Clerk, effective February 1, 1951 through August 31, 1951, at a salary rate of \$1900.00 for 12 months, vice Mrs. Kaye Jones, resigned. (Budgeted salary).

Physical Plant (Maintenance of Buildings and Building Equipment)

520. Employ J. D. Williams as Laborer, effective January 9, 1951, through August 31, 1951, at a salary rate of \$1740.00 for 12 months vice Newton L. Fryar, resigned. (Budgeted salary).

521. Employ C. J. Debenport as Painter's Helper, effective November 21, 1950 through August 31, 1951, at a salary rate of \$1740.00 for 12 months. (Budgeted salary).

522. Employ Newton L. Fryar for the period, November 14, 1950 through December 11, 1950, at a salary rate of \$1740.00 for 12 months, vice B. J. Haltzelaw, resigned.

Physical Plant (Power Plant Operation)

523. Accept the resignation of J. L. Dawson, Boiler Operator, effective at the close of the day, December 31, 1950. (Budgeted salary, \$2700.00 for 12 months).

524. Employ Herman G. Alexander as Boiler Operator, effective January 1, 1951 through August 31, 1951, at a salary rate of \$2700.00 for 12 months, vice J. L. Dawson, resigned.

Physical Plant (Custodial and Building Operation Service)

525. Appropriate from the unappropriated balance, the sum of \$1000.00. This department, during the last fiscal year, returned an unexpended balance of \$4340.66.

Texas Tech College Bookstore

526. Accept the resignation of Mr. Ralph E. McCormack, Manager of Textbook Department, effective at the close of the day, January 11, 1951.

527. Change the salary rate of Mrs. Jerry Ingle, Clerk, from \$1500.00 to \$1800.00 for 12 months, effective January 1, 1951.

Dormitory Systems (Dining Room and Kitchen)

528. Change the salary of Miss Mary E. Wilkerson from \$175.00 per month as Assistant Dietitian in Men's Dormitories Nos. 3 and 4 to \$210.00 per month for the period beginning October 17, 1950 and ending November 21, 1950 as the Dietitian in Men's Dormitory I. (\$210.00 is the regular salary for the Dietitian in Men's Dormitory I or West Hall).

529. Change the title of Miss Elizabeth Elliott from Relief Dietitian to Dietitian in Men's Dormitory I, effective November 22, 1950 through August 31, 1951, at an annual salary of \$2520.00, vice Mrs. Modena R. Noles, resigned.

530. Employ Mrs. Kathlyn Conover as Relief Dietitian at an annual salary of \$2100.00 plus an apartment for her and her child, and meals for her only, effective November 13, 1950 through August 31, 1951. (She is replacing Miss Elliott who has been transferred to Dietitian in Men's Dormitory I.

Office of the Dean of Student Life (Dormitory Supervision)

531. Accept the resignation of Mr. LaVerne W. Nelson, Supervisor of Doak Hall, effective at the close of the day, October 23, 1950.

532. Employ Mr. John D. Hickey as Supervisor of Doak Hall, effective November 25, 1950 through May 31, 1951, at a salary rate of \$2700.00 for 9 months plus apartment and meals for self and wife, vice Mr. LaVerne W. Nelson, resigned. (Budgeted salary).

Guidance Center

533. Accept the resignation of Mrs. K. Vernetta Burnett, Secretary, effective at the close of the day, November 30, 1950.

COTTON RESEARCH BUDGET
(12 months)
1950-51

The following changes have been made in the Cotton Research Budget:

<u>Name</u>	<u>Title Changed From</u>	<u>Title Changed To</u>	<u>Salary Changed From</u>	<u>Salary Changed To</u>	<u>Effective Date</u>
¹ B. K. Power	Lab. Supt.	Textile Technologist	\$ 4500.00	\$ 4000.00	2-1-51
Harold E. McBride	Lab. Technician	Textile Technician	3000.00	3600.00	12-1-50
Jesse W. Locke	Lab. Technician	Textile Technician	3000.00	3600.00	12-1-50
² Evelyn Fletcher	Fiber Laboratory Technician	Fiber Laboratory Supervisor	1060.00	2400.00	12-1-50
³ Helen Ingraham		Textile Technician		2100.00	1-1-51
Frances Patterson	Fiber Laboratory Technician	Textile Technician	1800.00	2100.00	12-1-50
⁴ Jack D. Towery		Research Engineer		5500.00	12-15-50

¹ Replacing Herbert E. Kieke, Laboratory Superintendent, resigned.

² Has been on hourly rate.

³ New Position.

⁴ New Position.

Out-of-State Leaves: I recommend your approval of the following out-of-state leaves without loss of pay by the staff members listed below:

534. Grant permission to Mr. C. V. Bullen, Professor and Head Department of Electrical Engineering, to attend meeting of the Panhandle Plains Section of the American Institute of Electrical Engineers, Clovis, New Mexico, December 11, 1950; expenses to be paid from Department of Electrical Engineering Maintenance Account.
535. Grant permission to Miss Sannie Callan, Professor and Head Department of Child Development and Family Relations, to attend meeting of the National Association of Nursery Education, New York, New York, March 5 - 13, 1951; expenses to be paid from Nursery School and Child Development Accounts.
536. Grant permission to Doctor John S. Carroll, Professor and Head Department of Education, to attend the Mid-Century White House Conference, Washington, D. C., December 2 - 8, 1950; expenses to be paid by Department of Rural Education, National Education Association, Washington, D. C.
537. Grant permission to Doctor John S. Carroll, Professor and Head Department of Education, to attend Development Committee, Cooperative Program in Educational Administration, Battle Creek, Michigan, January 12 - 15, 1951; expenses to be paid by Kellogg Foundation, Austin, Texas.
538. Grant permission to Doctor Vernon T. Clover, Associate Professor of Economics, to attend the annual convention of the American Economics Association, Chicago, Illinois, December 27 - 30, 1950; expenses to be paid from Department of Economics Maintenance Account.
539. Grant permission to Mr. W. C. Cole, Manager Texas Tech Bookstore, to attend the annual meeting of the National Association of College Stores, Columbus, Ohio, April 28 - May 3, 1951; expenses to be paid from Bookstore Maintenance Account.
540. Grant permission to Mrs. Luta P. Eaves, Assistant Professor of Accounting and Finance, to attend an International Business Machines school of instruction, Oklahoma City, Oklahoma, January 23 - 31, 1951; at no expense to the college.
541. Grant permission to Mr. Robert W. Friedberg, Instructor in Marketing, to attend the annual convention of the American Marketing Association, Chicago, Illinois, December 22, 1950 - January 1, 1951; a portion of expenses to be paid from Department of Marketing Maintenance Account.
542. Grant permission to Mr. J. Russell Heitman, Professor and Head Department of Journalism, to call on newspaper publishers in West Texas, Southern New Mexico, and Southern Arizona, December 22, 1950 - January 2, 1951; at no expense to the college.
543. Grant permission to Doctor R. W. Kireilis, Professor and Head Departments of Physical Education for Men and Women, to attend National A.A.U. convention, Washington, D. C., December 5 - 13, 1950; at no expense to the college.
544. Grant permission to Doctor P. Merville Larson, Professor and Head Department of Speech, to take students to and to present a speech at the Rocky Mountain Speech Conference, Denver, Colorado, February 14 - 18, 1951; expenses to be paid from the Speech Department Debate Team Fund.
545. Grant permission to Mr. Archie L. Leonard, Associate Professor of Agricultural Economics, to attend meeting of the Oklahoma Society of Farm Managers and Rural Appraisers, Oklahoma City, Oklahoma, December 14 - 16, 1950 at no expense to the college.

Out-of-State Leaves (continued)

546. Grant permission to Mr. J. P. Lilly, Jr., Instructor in Electrical Engineering, to attend A.I.E.E. meeting, Clovis, New Mexico, December 11, 1950; at no expense to the college.

547. Grant permission to Mr. Frederick E. Mueller, Instructor in Accounting and Finance, to attend the American Finance Association meeting, Chicago, Illinois, December 27 - 29, 1950; a portion of expenses to be paid from Department of Accounting and Finance Maintenance Account.

548. Grant permission to Mr. Frederick E. Mueller, Instructor in Accounting and Finance, to go to Indianapolis, Indiana, January 3 - 6, 1951, for personal interview with officials of Indiana University for admittance to the doctorate program and a teaching fellow; at no expense to the college.

549. Grant permission to Mr. Koy L. Neeley, Associate Professor of Animal Husbandry, to observe experimental work being done in connection with high fluorine content in rations for cattle in the area around the Alcoa Plant, Knoxville, Tennessee, January 19 - 22, 1951; at no expense to the College.

550. Grant permission to Mr. James E. Platz, Assistant Librarian, to attend American Library Association, Chicago, Illinois, January 29 - February 6, 1951; expenses to be paid from Library Maintenance Account.

551. Grant permission to Mr. M. J. Smith, Professor of Electrical Engineering, to attend a meeting of the Panhandle-Plains Section of the American Institute of Electrical Engineers, Clovis, New Mexico, December 11, 1950; expenses to be paid from Department of Electrical Engineering Maintenance Account.

552. Grant permission to Dean W. L. Stangel, Division of Agriculture, to visit the University of Tennessee and the Aluminum Company of America Plant, Memphis and Alcoa, Tennessee, January 19 - 21, 1951; at no expense to the college.

553. Grant permission to Mr. Vernon D. Wade, Instructor in Electrical Engineering, to attend meeting of Panhandle Plains Section of the American Institute of Electrical Engineers, Clovis, New Mexico, December 11, 1950; at no expense to the college.

554. Grant permission to Doctor J. J. Willingham, Professor and Head Department of Dairy Manufactures, to appear on program of the Southern Ice Cream Manufacturers Association, Palm Beach, Florida, December 3-8, 1950; expenses to be paid from Department of Dairy Manufactures Maintenance Account if not paid by Southern Ice Cream Manufacturers Association.

555. Grant permission to Doctor J. J. Willingham, Professor and Head Department of Dairy Manufactures, to attend annual meeting of the Southern Association of Agricultural Workers and the Southern Section of the American Dairy Science Association, Memphis, Tennessee, February 4 - 7, 1951; expenses to be paid from Department of Dairy Manufactures Maintenance Account.

556. Grant permission to Miss Ellen Wright, Assistant Professor of Clothing and Textiles, to chaperone the "Maid of Cotton" representing the South Plains Cotton Industry, to the national meeting, Memphis, Tennessee; \$150.00 for expenses to be taken from Texas Tech Foundation. December 25, 1950 - January 3, 1951

Short Leaves: The following short leaves of absence without loss of pay have been granted staff members listed below:

557. Mr. Stanley E. Anderson, Assistant Professor of Animal Husbandry, to accompany and coach the Livestock Judging Team to the Southwestern Livestock Exposition and Fat Stock Show, Fort Worth, Texas, January 26 - February 1, 1951; expenses to be paid from Department of Animal Husbandry Maintenance Account.

558. Doctor Albert Barnett, Professor of Education, to attend meeting of the Texas Psychological Association, Houston, Texas, December 6 - 10, 1950; expenses to be paid from Veterans Guidance Center Maintenance Account.

559. Mr. John Henry Baumgardner, Assistant Professor of Animal Husbandry, to judge swine at the Southwestern Livestock Show, El Paso, Texas, February 13 - 15, 1951; at no expense to the college.

560. Mr. William A. Blackwell, Instructor in Electrical Engineering, to attend A.I.E.E. meeting, Amarillo, Texas, January 8, 1951; at no expense to the college.

561. Mr. Fred W. Boren, Instructor in Animal Husbandry, to work out Junior Meats Judging Team at the Gooch Packing Company, Abilene, Texas, January 15, 1951; expenses to be paid from Department of Animal Husbandry Maintenance Account.

562. Mr. Fred W. Boren, Instructor in Animal Husbandry, to accompany and coach the Junior Meats Judging Team that is to participate in the Intercollegiate Meat Judging Contest, Fort Worth, Texas, January 26 - 31, 1951; expenses to be paid from Department of Animal Husbandry Maintenance Account.

563. Mr. W. L. Bradshaw, Professor of Architecture, to sponsor a group of senior architects on a tour through the U. S. Gypsum Plant, Sweetwater, Texas, December 11, 1950; at no expense to the college.

564. Mr. C. V. Bullen, Professor and Head Department of Electrical Engineering, to attend the meeting of the American Institute of Electrical Engineers, Amarillo, Texas, January 8, 1951; at no expense to the college.

565. Mr. H. Ray Burkhart, Assistant Professor of Animal Husbandry, to attend the Texas branch of the National Society of Range Management meeting, San Angelo, Texas, December 7 - 9, 1950; expenses to be paid from Department of Animal Husbandry Maintenance Account.

566. Mr. Earl Camp, Assistant Professor of Biology, to attend meeting of the Texas Academy of Science, Dallas, Texas, December 1 - 2, 1950; at no expense to the college.

567. Doctor John S. Carroll, Professor and Head Department of Education, to address audio-visual meeting, county superintendents meeting, and camping education meeting, San Antonio, Texas, November 22 - 28, 1950; expenses to be paid from Department of Education Maintenance Account.

568. Doctor John S. Carroll, Professor and Head Department of Education, to speak before general session of Texas Association of School Administrators, Austin, Texas, January 4 - 6, 1951; expenses to be paid from Department of Education Maintenance Account.

569. Miss Geraldine Clewell, Associate Professor of Home Economics Education, to attend meeting of Area III Homemaking Teachers, Abilene, Texas, December 1 - 2, 1950; expenses to be paid from Department of Home Economics Education Maintenance Account, and reimbursable 50% by State Board for Vocational Education.

Short Leaves: (continued)

570. Doctor J. William Davis, Professor and Head Department of Government, to attend Border Conference meeting, El Paso, Texas, December 17 - 19, 1950; expenses to be paid from Athletic Funds.

571. Doctor J. William Davis, Professor and Head Department of Government, and Chairman of Athletic Council, to attend National Collegiate Athletic Association, Dallas, Texas, January 10 - 14, 1951; at no expense to the college.

572. Mr. Ted E. Edwards, Part-time Instructor in Education, to attend the Texas State Teachers Association meeting, San Antonio, Texas, November 22 - 25, 1950; expenses to be paid from Department of Education Maintenance Account.

573. Mr. Travis R. Everett, Graduate Fellow in Biology, to go to Dallas, Texas, November 22 - 23, 1950, for physical examination by the Naval Reserve; at no expense to the college.

574. Mr. J. C. Flynt, Military Property Custodian, to visit Southern Methodist University, Dallas, Texas, January 20 - 23, 1951, to observe administrative duties pertaining to commutation of uniforms for ROTC students; expenses to be paid from Department of Military Science and Tactics Maintenance Account.

575. Miss Martha Graves, Instructor in Home Economics Education, to conduct a workshop on "Education for Home and Family Living", Stamford, Texas, December 8 - 9, 1950; expenses to be paid from Department of Home Economics Education Maintenance Account and reimbursable 83.32% by State Board for Vocational Education.

576. Miss Martha Graves, Instructor in Home Economics Education, to be guest speaker for an Adult Study Group and assist Homemaking teachers in organizing a parent class in "Child Guidance," Lamesa, Texas, January 9 - 10, 1951; expenses to be paid from Department of Home Economics Education Maintenance Account and reimbursable 83.32% by State Board for Vocational Education.

577. Mr. J. Russell Heitman, Professor and Head Department of Journalism, to attend meeting of Editors and Publishers of Texas Daily Press Association, Fort Worth, Texas, December 9, 1950; expenses to be paid from Department of Journalism Maintenance Account.

578. Doctor Gene L. Hemmle, Professor and Head Department of Music, to serve on Texas State Music Council Committee, Austin, Texas, January 27 - 28, 1951; expenses to be paid from Department of Music Maintenance Account.

579. Doctor Lyle E. Hessler, Research Associate, to attend a meeting to discuss cooperative work being carried on by Cotton Research and Cotton Merchandising Research, Abilene, Texas, January 5 - 7, 1951; expenses to be paid from Cotton Research Funds.

580. Doctor Lyle E. Hessler, Research Associate, to attend Cotton Research Congress Committee, Dallas, Texas, January 16 - 19, 1951; expenses to be paid from Cotton Research Funds.

581. Dean Dysart E. Holcomb, Division of Engineering, to deliver main address before the South Plains Section of the A.I.E.E., Amarillo, Texas, January 8, 1951; at no expense to the college.

582. Doctor W. C. Holden, Professor and Head Department of History, Anthropology and Sociology, and Director of the Museum, to confer with officials of Texas Memorial Museum, Austin, and Witte Museum, San Antonio, Texas, January 18 - 24, 1951; at no expense to the college.

583. Doctor Lehman C. Hutchins, Professor and Head Department of Psychology, to attend annual meeting of Texas Psychological Association, Houston, Texas, December 5 - 10, 1950; expenses to be paid from Department of Psychology Maintenance Account.

584. Doctor Doyle D. Jackson, Professor of Education, to attend a meeting of Texas Association of Supervisors and Curricular Development (T.S.T.A.) Waco, Texas, January 10 - 13, 1951; expenses to be paid from Department of Education Maintenance Account.

585. Mr. Frederick Jay, Publicity Director, to attend Border Conference, El Paso, Texas, December 18 - 19, 1950; expenses to be paid from Athletic Funds.

Short Leaves: (continued)

586. Mrs. Jean A. Jenkins, Executive Secretary of The Placement Service, to attend meeting of Southwest Placement Officers Association, Houston, Texas, January 23 - 25, 1951; expenses to be paid from The Placement Service Maintenance Account.

587. Mr. Morley Jennings, Professor of Physical Education for Men, and Director of Athletics, to attend N.C.A.A. and National Coaches Association, Dallas, Texas, January 10 - 14, 1951; expenses to be paid from Athletic Funds.

588. Doctor R. W. Kireilis, Professor and Head Department of Physical Education for Men, to attend a meeting of the Texas Association for Health Physical Education and Recreation, San Antonio, Texas, November 24 - 26, 1950; expenses to be paid from Department of Physical Education for Men.

589. Mr. F. A. Kleinschmidt, Professor and Head Department of Architecture, to sponsor a group of senior architects on a tour through the U. S. Gypsum Plant, Sweetwater, Texas, December 11, 1950; at no expense to the college.

590. Doctor Mina W. Lamb, Associate Professor of Foods and Nutrition, to participate on program of Texas Agricultural Workers Association, Mineral Wells, Texas, January 11 - 13, 1951; expenses to be paid from German Home Economics Trainee Account.

591. Doctor P. Merville Larson, Professor and Head Department of Speech, to attend the Annual Convention of the Texas Speech Association, San Antonio, Texas, November 23 - 25, 1950; expenses to be paid from Department of Speech Maintenance Account.

592. Doctor P. Merville Larson, Professor and Head Department of Speech, to act as critic and consultant at the West Texas State College High School Speech Festival, Canyon, Texas, December 9, 1950; at no expense to the college.

593. Doctor P. Merville Larson, Professor and Head Department of Speech, to attend conference of Texas Speech Association Committee on Teacher Competence, Austin, Texas, January 19 - 21, 1951; expenses to be paid from Department of Speech Maintenance Account.

594. Doctor P. Merville Larson, Professor and Head Department of Speech, to accompany students to and to act as judge in the Annual Baylor University Forensic Meet, Waco, Texas, February 1 - 4, 1951; expenses to be paid from the Debate Teams Fund.

595. Mr. Archie L. Leonard, Associate Professor of Agricultural Economics, to attend Texas Society of Farm and Ranch Managers and Appraisers Board meeting and the Texas Agricultural Workers meeting, Mineral Wells, Texas, January 12 - 13, 1951; expenses to be paid from Department of Agricultural Economics Maintenance Account.

596. Mr. J. P. Lilly, Jr., Instructor in Electrical Engineering, to attend A.I.E.E. meeting, Amarillo, Texas, January 8, 1951; at no expense to the college.

597. Miss Helen A. Lindell, Assistant Professor of Speech, to attend the annual meeting of the Texas Speech Association, San Antonio, Texas, November 23 - 26, 1950; expenses to be paid from Department of Speech Maintenance Account.

598. Mr. T. B. Livingston, Assistant Professor of Education, to serve as consultant to a work group of the Texas Association for Supervision and Curriculum Development at its conference, Waco, Texas, January 9 - 14, 1951; expenses to be paid from Department of Education Maintenance Account.

Short Leaves (continued)

599. Mr. E. L. McBride, Professor and Head Department of Agricultural Economics, to attend annual meeting of the Texas Agricultural Workers Association, Mineral Wells, Texas, January 11 - 13, 1951; expenses to be paid from Department of Agricultural Economics Maintenance Account.

600. Mr. Robert L. Mason, Assistant Professor of Mechanical Engineering, to attend the annual Air Conditioning Conference, Austin, Texas, and to inspect air conditioning laboratories, Dallas, Texas, December 10 - 14, 1950; expenses to be paid from Department of Mechanical Engineering Maintenance Account.

601. Doctor W. W. Merrymon, Associate Professor of Physics, to attend meetings of Texas Academy of Science, Dallas, Texas, November 29 - December 2, 1950; at no expense to the college.

602. Mr. J. H. Millikin, Director of Extension, to attend the Mid-Winter Conference of School Administrators, Austin, Texas, January 4-6, 1951; expenses to be paid from Division of Extension Maintenance Account.

603. Doctor F. L. Mize, Professor and Head Department of Management, to attend hearing before Legislative Council as representative of College Classroom Teachers Association; at no expense to the college.
December 11, 1950

604. Mr. Koy L. Neeley, Associate Professor of Animal Husbandry, to accompany and coach the Junior Dairy Cattle Judging Team, Fat Stock Show, Fort Worth, Texas, January 29 - February 1, 1951; expenses to be paid from Department of Animal Husbandry Maintenance Account.

605. Doctor A. G. Oberg, Professor of Chemistry and Chemical Engineering, to attend the Southwest Regional Meeting of the American Chemical Society, San Antonio, Texas, December 6 - 9, 1950; expenses to be paid from Department of Chemistry Maintenance Account.

606. Miss Annah Joe Pendleton, Professor of Speech, to attend the annual meeting of the Texas Speech Association, San Antonio, Texas, November 23 - 26, 1950; expenses to be paid from Department of Speech Maintenance Account.

607. Mr. C. C. Perryman, Professor of Engineering Drawing, to attend meeting of the Drawing Division of the American Society for Engineering Education, January 18 - 22, 1951, San Antonio, Texas; expenses to be paid from Department of Industrial Engineering and Engineering Drawing Maintenance Account.

608. Mr. William T. Piper, Herdsman, Animal Husbandry Department, to exhibit in show and sale, seven steers for college at Fat Stock Show, Fort Worth, Texas, January 24 - February 2, 1951; expenses to be paid from Department of Animal Husbandry Maintenance Account.

609. Doctor C. C. Schmidt, Professor and Head Department of Physics, to attend meetings of Texas Academy of Science, Dallas, Texas, November 24 - 30, 1950; expenses to be paid from Department of Physics Maintenance Account.

610. Dean W. L. Stangel, Division of Agriculture, to attend meeting of superintendents of the Southwestern Exposition and Fat Stock Show, Fort Worth, Texas, January 11, 1951; and to attend Annual Meeting of the Texas Agricultural Workers Association, Mineral Wells, Texas, January 12 - 13, 1951; expenses to be paid from Dean of Agriculture Office Maintenance Account.

611. Dean W. L. Stangel, Division of Agriculture, to serve as Superintendent of Fat Steers, Southwestern Exposition and Fat Stock Show, Fort Worth, Texas, January 25 - February 2, 1951; at no expense to the college.

Short Leaves: (continued)

612. Dean W. L. Stangel, Division of Agriculture, to serve as Superintendent of the Aberdeen-Angus Department, San Antonio Livestock Exposition, San Antonio, Texas, February 17 - 23, 1951; at no expense to the college.
613. Miss Marion Thompson, Assistant Dean of Women, to attend the Texas State Teachers Association, San Antonio, Texas, November 23 - 26, 1950; expenses to be paid from Office of the Dean of Women Maintenance Account.
614. Mr. William H. Tinney, Associate Professor of Dairy Manufactures, to take cheesemaking class to Swisher Creamery, Tulia, Texas, December 14, 1950; expenses to be paid from Department of Dairy Manufactures Maintenance Account.
615. Mr. William H. Tinney, Associate Professor of Dairy Manufactures, to attend annual meeting of Texas Agricultural Workers Association, Mineral Wells, Texas, January 11 - 12, 1951; expenses to be paid from Department of Dairy Manufactures Maintenance Account.
616. Mr. Jack D. Towery, Research Engineer, Cotton Research, to attend Cotton Merchandising Research meeting, Abilene, Texas, January 5 - 7, 1951; expenses to be paid from Cotton Research Funds.
617. Mr. Jack D. Towery, Research Engineer, Cotton Research, to attend Cotton Research Congress Committee meeting, Dallas, Texas, January 16 - 19, 1951; expenses to be paid from Cotton Research Funds.
618. Mr. Richard K. Tracy, Instructor in Architecture, to accompany group of Senior Architects on a trip through the U. S. Gypsum Plant, Sweetwater, Texas, December 11, 1950; at no expense to the college.
619. Miss Agatha Turner, Assistant Professor of Architecture, to accompany group of Senior Architects on a tour through the U. S. Gypsum Plant, Sweetwater, Texas, December 11, 1950; at no expense to the college.
620. Mrs. Margaret G. Twyman, Dean of Women, to attend the Texas State Teachers Association, San Antonio, Texas, November 23 - 26, 1950; expenses to be paid from Office of the Dean of Women Maintenance Account.
621. Mr. John L. Upshaw, Assistant Professor of Speech, to attend the annual meeting of the Texas Speech Association, San Antonio, Texas, November 23 - 26, 1950; expenses to be paid from Department of Speech Maintenance Account.
622. Mr. John L. Upshaw, Assistant Professor of Speech, to act as critic and consultant at the West Texas State College High School Speech Festival, Canyon, Texas, December 9, 1950; at no expense to the college.
623. Mr. Raleigh Usry, Manager Texas Tech Press, to interview Manager of Bookbindery, North Texas State College, Denton, Texas, December 27 - 28, 1950; expenses to be paid from Texas Tech Press Maintenance Account.
624. Mr. Vernon D. Wade, Instructor in Electrical Engineering, to attend Panhandle Plains Section of A.I.E.E., Amarillo, Texas, January 8, 1950; at no expense to the college.
625. Mr. Wayne Wilcox, Student Assistant in Animal Husbandry Department, to assist in exhibiting in show and sale of seven steers for College in Southwestern Exposition and Fat Stock Show, Fort Worth, Texas, January 24 - 31, 1951; expenses to be paid from Department of Animal Husbandry Maintenance Account.

Short Leaves: (continued)

626. Doctor J. J. Willingham, Professor and Head Department of Dairy Manufactures, to attend the annual meeting of the Texas Agricultural Workers Association, Mineral Wells, Texas, January 11 - 13, 1951; expenses to be paid from Department of Dairy Manufactures Maintenance Account.

627. Doctor A. W. Young, Professor and Head Department of Plant Industry, to attend meeting of Texas Academy of Science, Dallas, Texas, November 30 - December 2, 1950; expenses to be paid from Department of Plant Industry Maintenance Account.

628. Doctor A. W. Young, Professor and Head Department of Plant Industry, to attend the meeting of the Texas Agricultural Workers Association, Mineral Wells, Texas, January 11 - 15, 1951; expenses to be paid from Department of Plant Industry Maintenance Account.

Respectfully submitted,

A handwritten signature in cursive script, reading "D. M. Wiggins".

D. M. Wiggins
President

OTHER MATTERS FOR CONSIDERATION

I recommend the acceptance of the bid of Mr. Joe Telford, Contractor, in the amount of \$1987.00 to install window guards on the ground floor of the Library Building.

Approve the installation and connection of a 6" water main from the steam tunnel to the Engineering Building. This installation has increased the cost to the Engineering Building contract in the amount of \$693.14.

Payment of Architect's fees to Wyatt C. Hedrick in the amount of \$520.92 for architect's services in connection with the installation of an elevator in the Chemistry Building. The amount of the contract was \$8682.00 and the date of agreement with Mr. Wyatt C. Hedrick was May 4, 1948.

Repair old Home Economics Building --- Authorize the removal of all tile, gutter, and nailing strips, and the installation of new copper gutter, new conductor pipe, mop on 2- 15# felts, install wood nailing strips and re-lay tile. This would put the roof gutter and conductor pipe of the original Home Economics Building in good repair at a cost of \$1698.00. (This amount to be paid from the unappropriated balance and the repair work to be done by the Lydick Roofing Company of Lubbock, Texas).

Authorize changes in roof pitch on the wings to the Administration Building in order to coincide with pitch on the present Administration Building. The cost of such change to be \$487.98.

Consideration of proposals to put in usable condition the temporary building, X-6, which was moved from the main campus to the farm.

Approve acceptance of a credit of \$1800.00 for the omission of waterproofing the inside of the outside walls above the ground on the two wings to the Administration Building.

Approve changes in utility system contracts as follows:

EXTRAS AND CREDITS

Martyn Bros., Inc.
Dallas, Texas

Item No.	Extras	(Col. 1) Extensions to Serve New Buildings	(Col. 2) Modifications in Existing Facilities	TOTAL
1	Install one 3" PRV station in steam line to Library and Press Buildings, using a 3" Spence ED instead of a Fisher 92A PRV. Install one 2" PRV station in steam line to Chemistry Building, using a 2" Spence ED. Install one 1-1/2 PRV station in line to Agriculture Bldg., using Fisher 57 PRV.		\$ 1,331.90	
2	Install one 4" cross connection at station 19 between 8" winter line and 4" summer line		219.55	
3	Install one 1" PRV station at Stock Judging Pavilion, using Fisher 57 PRV and replacing approximately 20 feet of underground steam & return pipe		474.32	
4	Install one 1-1/2 PRV at dormitory office; extend the vacuum return to Women's Dormitory #2.		559.91	
5	Add 2" line to hot water generator in Men's Dormitory #1		150.37	
6	Install new 3" high pressure condensate line from Station 11 to Station 10 and remove existing 2" line		645.67	
7	Provide cross connections between summer and winter steam lines at the New Engineering Building	\$ 38.35		
8	Cross connect 8" and 6" steam lines at Station 18 with 4" valved lines		142.30	
9	Move the Gymnasium vacuum pump to Boiler Room, add 1-1/2" return from gym branch in main tunnel to this pump, pick up return from M. E. Shop, increasing line to 2", and pick up return from garage		515.69	
10	Extend 3" vacuum return line from Textile Building where same enters tunnel to vacuum pump location in boiler room		222.61	
11	Install 6" valve in pumped return at Museum		127.62	
12	Install steel ladder in manhole		22.47	
13	Changes at old Engineering Bldg. and tunnel as shown on Sheet TV S 15 B	906.47		

Extras and Credits to Utility System (continued)

Item No.	Extras to Martyn Bros. contract (Cont'd.)	(Col. 1) Extensions to Serve New Bldgs.	(Col. 2) Modifications in Existing Facilities	TOTAL
14	Install one 6" valve on tanks for condensate pump		115.23	
15	Cross connect 10" and 6" steam lines at Sta. 10 A with 4" valved line	\$ 132.89		
16	Extend discharge from safety valves to outside of tunnel at New Engineering Building	169.89		
17	Overtime authorized by Mr. Hedrick for installation of PRV at Stock Judging Pavilion, November 3, 1950	13.52		
18	Install 4" cross connection between 6" and 12" steam lines at Station 9, remove 6" PRV and install 6" flanged spool		220.05	
19	Install 1 layer 15# felt waterproofing on insulation in 2 x 2 tunnels in lieu of painting	100.00		
20	Install 2" high pressure steam to HW generator in Girls' Dorm #1		204.00	
21	Install 1-1/2 vacuum return line from Practice House line thru tunnel to existing vacuum pump in Home Economics Building, picking up Bookstore vacuum line where it enters tunnel. There is not sufficient room to install Tipps rollers so we propose to weld supporting members to the I-beams		529.40	
22	Vacuum pump for Old Engineering Building as authorized by letter of June 3, 1950, D. C. Pfeiffer to Martyn Bros.		848.67	
Total of all extras (Martyn Bros. Contract)		\$ 1,361.12	\$ 6,329.76	\$7,690.88

J. P. Ashcraft Co., Dallas, Texas

- Vacuum pump - Veterinary Science Building, Texas Tech Construction Estimate August 1, 1950 (This corrects Item #209, 9-30-50, which authorized the purchase of the vacuum pump in the amount of \$792.00).

Empire Electric Company, Ft. Worth, Texas

Extras

- Re-route primary pole line at Petroleum Engineering Building \$ 417.50
- Stub tails out from Manholes Nos. 5 & 8 188.00
- Extend underground electric service from Manhole No. 11 to Bookstore 800.00

Credits

- Omit Manhole #2 and re-route duct and cable 494.45

Total Addition to Empire Electric Company's Contract

\$ 911.05

79,231.00
7,690.88
\$86,921.88

\$ 732.98

7,690.88
911.05
14,13
\$ 8,616.06

24,176.
911.05
\$25,087.05

Extras & Credits to Utility System (Continued)

Item
No.

TOTAL

Standard Construction Company, Lubbock, Texas

Extras

1	Construct 25 feet of 5 x 5 tunnel running west from the Engineering Building towards the Petroleum Engineering Building	\$ 837.12	
2	Construct concrete vault at Stock Judging Pavilion	1,155.45	
3	Remove concrete fish pond near Drane Hall to run tunnel	19.47	
4	Construct 27.5 feet of 6 x 4 tunnel at the Stock Judging Pavilion	687.50	
5	After 220 feet of 2 x 2 tunnel had been excavated across a paved street, fine graded, reinforcing steel set, and forms for the floor in place, Standard Construction Company was requested to suspend construction of this tunnel. The costs are those involved in the work of starting over at another location and cleaning up what work had been performed at the old location - -	\$ 1,154.59	3,854.13

Credits

6	Eliminate the waterproofing of the tunnel, except at the construction joints, across the parking lot south of the Administration Building	\$ 1,250.00	
7	Eliminate 185 feet of 2 x 2 tunnel to the Student Union Building	<u>2,590.00</u>	<u>3,840.00</u>

Total Addition to Standard Construction Company's Contract

\$ 14.13

TOTAL ADDITIONS TO UTILITY SYSTEM

\$ 9,349.04

Handwritten calculations:

$$\begin{array}{r}
 9,349.04 \\
 8,616.06 \\
 \hline
 732.98
 \end{array}$$

Another set of calculations:

$$\begin{array}{r}
 7,690.88 \\
 911.05 \\
 14.13 \\
 \hline
 8,616.06
 \end{array}$$