

MINUTES OF
BOARD OF DIRECTORS MEETING
NOVEMBER 13, 1959

515. The Board of Directors of Texas Technological College met in regular session in the Office of the President on Friday afternoon, November 13, 1959 at 1:30 o'clock. The following Directors were present: Chairman Wall, Vice Chairman Wooldridge, Mr. DeBusk, Mr. Haley, Mr. Hinn, Mr. Lindsey, Mr. Orme and Mr. Smith. In addition, Acting President Goodwin, Vice President and Comptroller Pennington and Secretary Wells were present.

516. Upon motion made by Mr. Lindsey, seconded by Mr. DeBusk, the Board by a unanimous vote, approved the Board Minutes of the October 10, 1959 Meeting, including the following correction: Change the amount in line number two, last paragraph of Item No. 393, to read "allocation of \$10,395.53" instead of "allocation of \$10,393.53".

517. Upon motion made by Mr. Hinn, seconded by Mr. DeBusk, the Board, by a unanimous vote, approved the Agenda under date of October 31, 1959, Items No. 419 through No. 514. A copy of the approved Agenda is attached and made a part of the Minutes. Attachment No. 1.

518. Upon motion made by Mr. Lindsey, seconded by Mr. Hinn, the Board, by a unanimous vote, delayed action on a statement of organization and duties of the Athletic Council and the Athletic Department. (The Athletic Committee of the Board recommended that action on the policy statement be delayed.)

519. Upon motion made by Mr. Wooldridge, seconded by Mr. Haley, the Board, by a unanimous vote, approved the following policy statements concerning research at Texas Technological College: (1) That all research, be it of the faculty or of graduate students, should be focused through the Graduate Dean. (2) That projects submitted under our program of Organized Research should be evaluated by the faculty. (3) That approval of such research projects should rest with the faculty and the Graduate Dean, operating through his delegated Committee, composed of representatives of the Graduate Faculty from the areas concerned, basing their actions on a policy approved by the Board. (4) That only those research projects which fall within the recognized spheres of research of the various areas, such as Engineering, the Social Sciences, etc., be given consideration and that research projects which are typical of the area of knowledge in which they fall be given full consideration, evaluation, and approval if found acceptable by duly appointed faculty agencies.

520. Mr. Haley, Chairman of the Building Committee, had to leave at 2:10 p.m., to catch a plane for Amarillo, Texas, at 2:50 p.m., and requested Mr. M. L. Pennington, Vice President and Comptroller, to make the report for the Committee. The next nine items reflect the action of the Board following the recommendations of the Building Committee (Items No. 521 through No. 529).

521. Upon motion made by Mr. Lindsey, seconded by Mr. Hinn, the Board, by a unanimous vote, approved the final plans and specifications for the Chemical Engineering and Nuclear Reactor Building. The Hazard Summary Report and the request to the Atomic Energy Commission for the Reactor are to be considered at the February Meeting of the Board of Directors. The bids are not to be taken until after the February meeting.

522. Upon motion made by Mr. Smith, seconded by Mr. Hinn, the Board, by a unanimous vote, approved the list of furniture and equipment for the New Classroom and Office Building, as submitted by the Building Committee, at an estimated cost of \$65,318.00. A list of the furniture and equipment, approved by the Board, is attached and made a part of the Minutes. Attachment No. 9.

523. Mr. Pennington called attention to the formal Ground Breaking Ceremonies for the Computer-Architecture Building on Saturday, November 14, 1959, at 9:00 a.m. All Board Members were invited to attend.

524. Upon motion made by Mr. Hinn, seconded by Mr. Smith, the Board, by a majority vote, approved the revised drawings for the Mechanical Engineering Shops and authorized the Architects and Engineers to proceed with the final plans and specifications.

524. (Continued) The voting was as follows:

Present, "not voting": Chairman Wall

Present, voting "yes": Mr. DeBusk, Mr.
Hinn, Mr. Lindsey,
Mr. Orme and Mr.
Smith

Present, voting "no": Mr. Wooldridge

525. Upon motion made by Mr. Smith, seconded by Mr. Hinn, the Board, by a unanimous vote, approved the employment of Haynes and Kirby, 1902 Dixie Drive, Lubbock, Texas, as Architects - Engineers for the Meats Laboratory Project, at a fee of five (5%) per cent. The contract with the Architects and Engineers will be included in the Minutes for the December Board Meeting. Further consideration of the Relocation of the Farm Facilities was delayed pending further study by the Campus Planning Committee.

526. Upon motion made by Mr. Hinn, seconded by Mr. Smith, the Board, by a unanimous vote, authorized Mr. M. L. Pennington, Vice President and Comptroller, to file a request with the Housing and Home Finance Agency, Fort Worth, Texas, for an additional thirty (30) days extension for submitting the full application for a loan to finance the Student Union Addition. The Board reviewed the exterior perspectives of the Student Union Project and expressed general satisfaction with the design. Mr. Pennington reported that the cost estimated exceeded the budget allocations and that the Architects were restudying the entire project.

527. Upon motion made by Mr. Hinn, seconded by Mr. Lindsey, the Board, by a unanimous vote, granted an extension of final completion date by fourteen (14) days from October 16, 1959 to October 30, 1959, for the Textile Engineering Project, and designated October 30, 1959, as the final acceptance date.

528. Upon motion made by Mr. Lindsey, seconded by Mr. Orme, the Board, by a unanimous vote, approved the action of the Building Committee in approving the modification in the plans and specifications for the New Women's Gymnasium and authorized Mr. M. L. Pennington, Vice President and Comptroller, to advertise for bids. The bids are to be presented to the Board of Directors on December 12, 1959. This is in keeping with Item No. 403, Board Minutes of October 10, 1959.

529. Upon motion made by Mr. Lindsey, seconded by Mr. Orme, the Board, by a unanimous vote, authorized Mr. M. L. Pennington, Vice President and Comptroller to negotiate a contract with Zumwalt and Vinther, Dallas, Texas, as Engineers for the extension of the Utility System and authorized the Building Committee of the Board to approve the negotiated contract. A copy of the contract will be included in the Minutes of the December Board Meeting.

530. Upon motion made by Mr. Lindsey, seconded by Mr. Orme, the Board, by a unanimous vote, approved a request from Dr. Richard A. Dudek, Head of the Department of Industrial Engineering and Engineering Drawing, and approved by Dr. John R. Bradford, Dean of the School of Engineering, that the seminar room on the second floor of the Textile Engineering Building be designated as the "O. A. St. Clair Seminar Room" and that the Department of Industrial Engineering be permitted to post his name and hang a portrait of Professor St. Clair in the room. The request was approved with the understanding that there would be no cost to the College and the method of posting the name and hanging the portrait would be cleared through the Office of the Vice President and Comptroller.

531. Upon motion made by Mr. Orme, seconded by Mr. Lindsey, the Board, by a unanimous vote, authorized the Executive Committee of the Board, to select a name for each of the new buildings and, any other item of property which should be named, and present their recommendation to the Board for approval.

532. Upon motion made by Mr. Wooldridge, seconded by Mr. Hinn, the Board, by a unanimous vote, approved the addition of the new course as listed below:

<u>Course</u>	<u>Title</u>	<u>Effective Date</u>
Mathematics 4310	<u>Basic Introductory Pointset Topology</u>	February 1, 1960

533. The following report was made on the Guinn Estate:

The Third Court of Civil Appeals ruled on Wednesday, July 15, 1959, that the Will of Mr. William A. Guinn, San Angelo, Texas, was a valid Will. The decision was appealed to the Supreme Court of Texas and on Wednesday, October 28, 1959, the Court refused the Application for Writ of Error, in the case styled Texas Agricultural and Mechanical College et al vs. Mozelle Dyer Guinn et al, Runnels County, Texas.

The contested will left the estate of Mr. William A. Guinn in trust for his wife, Texas Technological College and Texas A & M College. This case has been in the courts for several years and this is probably the final decision.

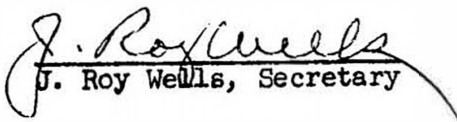
534. Chairman Wall stated that it would be necessary for the Board to discuss the future plans for Educational TV Channel 5, which has been allocated to Texas Technological College, at the next meeting. Mr. DeBusk, Mr. Wooldridge and Mr. Wall will do some special work on this problem before the Board Meeting on December 12, 1959.

535. Upon motion made by Mr. Hinn, seconded by Mr. Wooldridge, the Board, by a unanimous vote, designated Mr. James L. Lindsey, Midland, Texas, as the Official Representative from the Board of Directors of Texas Technological College to the Committee of the Governing Boards of State-Supported Colleges and Universities.

536. The Board requested the Administrative Officials of the College to consider the feasibility of changing the hour of the 1960 Spring Commencement from "Monday, May 30, 1960 at 8:00 p.m." to "Monday, May 30, 1960, at 9:30 a.m. or 10:00 a.m.", and changing the Board Meeting from "Saturday, June 4, 1960, at 9:30 a.m." to "Monday, May 30, 1960, at 1:30 p.m."

537. The Board requested the Administrative Officers of the College to schedule a tour of the new buildings on Friday afternoon, December 11, 1959, starting at 2:00 p.m., with Committee Meetings starting at 4:00 p.m. on the same afternoon.

538. The Board Meeting adjourned at 4:50 p.m., until the next regular meeting on Saturday, December 12, 1959, at 9:30 a.m., in the Office of the President, Texas Technological College, Lubbock, Texas.


J. Roy Wells, Secretary

JRW:jd

November 17, 1959

Attachments:

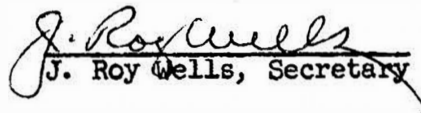
1. The Agenda, Item No. 517.
2. The Small Class Report, 1959 Fall Semester, Item No. 300, Board Minutes of October 10, 1959.
3. Organization and Operation of the Department of Intercollegiate Athletics, Item No. 518.

Attachments:

4. Memorandum concerning an extra op contract for the Stadium Expansion Program, Item No. 449.
5. Memorandum concerning change in Parking Fees for Freshmen, 1959 Fall Semester, Item No. 450.
6. Organized Research Budget, Account No. 3118C, AEC Grant (Dr. Kaplan) Item No. 451.
7. Contract with Warner Construction Company for Computer-Architecture Building, Item No. 446.
8. Contract with The Anthony Company for the installation of a Garbage Disposal Drainage System for Gordon and Bledsoe Halls, Item No. 448.
9. Furniture and Equipment List for Classroom and Office Building, Item No. 522.

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I, J. Roy Wells, the duly appointed and qualified Secretary of the Board of Directors, hereby certify that the above and foregoing is a true and correct copy of the Minutes of Texas Technological College Board of Directors Meeting on November 13, 1959.


J. Roy Wells, Secretary

COLLEGE SEAL

November 17, 1959

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

October 31, 1959

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, on November 13, 1959:

RECOMMENDED ACTIONS

IBM Office

419. Accept the resignation of Mrs. Lanelle Baisley, IBM Operator, at an annual salary of \$3,180.00, effective at the close of the day, October 31, 1959. (Budgeted salary \$3,180.00 for 12 months)

420. Revise the contract of Mrs. Thelma A. Holt, IBM Operator in the IBM Office, from "an annual salary of \$3,180.00" to "an annual salary of \$3,300.00", effective November 1, 1959 through August 31, 1960. (Budgeted salary \$3,180.00 for 12 months--the additional \$100.00 required for this contract will be paid from unencumbered funds in General College Administration.)

Dean of Admissions and Registrar

421. Accept the resignation of Mrs. Sue Brown Hasselmeier, Stenographer-Secretary in the Office of the Dean of Admissions and Registrar, at an annual salary of \$3,096.00, effective at the close of the day, December 31, 1959. (Budgeted salary, \$3,096.00 for 12 months)

422. Employ Miss Jane Allene Walters as Secretary-Clerk in the Office of the Dean of Admissions and Registrar, at an annual salary of \$2,800.00, effective October 16, 1959 through August 31, 1960, vice Mrs. Ivaleene Elizabeth Fuqua, resigned. (Budgeted salary \$2,880.00 for 12 months)

423. Lapse the unencumbered balance in the amount of \$70.13 from the budgeted allocation for Secretary-Clerk in the Office of the Dean of Admissions and Registrar. (Budgeted salary \$2,880.00--Mrs. Fuqua)

Telephone Service

424. Revise the contract of Mrs. Idell B. Armstrong, Second Assistant Telephone Operator, from "an annual salary of \$2,100.00" to "an annual salary of \$2,340.00", effective November 1, 1959 through August 31, 1959. (Budgeted salary \$2,340.00 for 12 months)

425. Lapse the unencumbered balance in the amount of \$127.50 from the budgeted allocation for Assistant Telephone Operator. (Budgeted salary \$2,340.00 for 12 months--p. 19)

Horticulture and Park Management

426. Lapse the sum of \$1,000.00 from the budgeted allocation for Associate Professor of Horticulture and Park Management. This will be used to employ Mr. Charles Edward Doell as a Visiting Professor for the month of November. (Budgeted salary \$7,400.00 for 10½ months--p. 36)

Agronomy

427. Appoint Dr. Nicholas W. Kramer as a Visiting Professor of Agronomy, at a salary of \$732.00 for the period, January 1, 1960 through January 31, 1960. This salary is to be paid from unencumbered funds in Teaching Salaries Only.

428. Lapse the budgeted allocation in the amount of \$1,600.00 budgeted for Part-time Faculty Members in the Department of Agronomy. A portion of this will be used to employ a Visiting Professor of Agronomy. (Budgeted salary \$1,600.00 for 9 months)

Horticulture and Park Management

429. Appoint Mr. Charles Edward Doell as a Visiting Professor of Horticulture and Park Management, at a salary of \$1,000.00 for the period, November 1, 1959 through November 30, 1959. This salary will be paid from unencumbered funds in Teaching Salaries Only.

Health, Physical Education and Recreation (for Women)

430. Correct the Summary Sheet (p. 39 of the Budget) by deducting \$4,870 from Teaching Salaries and by adding \$4,870.00 to Departmental Operating Salaries. Two (2) Departmental Operating Salaries items (\$2,655.00 and \$2,115.00) were included in the total of Teaching Salaries by error.

Music

431. Grant the Department of Music permission to pay Mr. Marselo Maldonado, at the rate of \$1.50 per hour, to serve as Custodian for faculty recitals at the Texas Technological College Museum Auditorium. Mr. Maldonado is the regular Custodian at the Museum and this work will be beyond his regular working hours. The Department of Music has estimated the time as 18 hours and this will be paid from the Student Assistants and/or Part-time Help Account.

Business Education and Secretarial Administration

432. Accept the resignation of Mrs. Virginia Moore, Secretary for the School of Business Administration, at an annual salary of \$2,700.00, effective at the close of the day, October 5, 1959. (Budgeted salary \$2,700.00 for 12 months)

433. Employ Mrs. Belva Henderson as a Secretary for the various departments in the School of Business Administration, at an annual salary of \$2,700.00 effective October 20, 1959 through August 31, 1960, vice Mrs. Virginia Moore, resigned. (Budgeted salary \$2,700.00 for 12 months)

434. Lapse the unencumbered balance in the amount of \$100.00 from the budgeted allocation for Secretary in the Department of Business Education and Secretarial Administration. (Budgeted salary \$2,700.00 for 12 months)

Food and Nutrition

435. Appropriate from the Unappropriated Balance, the sum of \$80.00 to the Student Assistants Account and \$31.00 to the Maintenance, Equipment and Travel Account in the Department of Food and Nutrition.

Home Economics Education

436. Correct the Summary Page in the 1959-60 Operating Budget for the School of Home Economics (p. 108), by decreasing the amount for Salaries and Wages from Departmental Operating in the Department of Home Economics Education by \$600.00 and increasing Maintenance, Equipment and Travel by \$600.00. The corrected totals will be \$2,780.00 for Salaries and Wages and \$3,100.00 for Maintenance, Equipment and Travel.

Consulting Work

437. Approve incorporating in the Minutes for record purposes, the approval by Dr. S. M. Kennedy, Jr., Acting Dean of Arts and Sciences, for Mr. Gene Kenney, Instructor in Music, to serve as a Consultant and Guest Conductor for the Annual Oklahoma Thanksgiving Choral Festival, Oklahoma State University, Stillwater, Oklahoma, from November 23, 1959 through November 25, 1959; at no expense to the College. This is in keeping with Article VIII B of the Tenure Policy approved by the Board of Directors on November 8, 1957.

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1960 SUMMER SCHOOL

History and Anthropology (European Travel Course)

438. Waive the Student Services Fee, the Student Union Fee and the General Property Deposit for all students registering for History 3314 and 3315 (European Travel Course) for the 1960 Summer School. This applies to those students who register for the European Travel Course only.

Speech (American Theater Tour)

439. Approve the American Theater Tour II (Speech 3312) for the Department of Speech for the 1960 Summer School. Students making this tour may receive college credit for Speech 3312. A minimum enrollment of twelve (12) students will be required and the salary of one staff member for three weeks will be required. All students making this tour should complete their registration on or before July 18, 1960.

Speech (American Theater Tour)

440. Waive the Student Services Fee, the Student Union Fee and the General Property Deposit for all students registering for American Theater Tour II, Speech 3312, for the second term of the 1960 Summer School. This applies to those students registering for the American Theater Tour II, Speech 3312 only.

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1959-60 BUDGET

Library

441. Lapse the unencumbered balance in the amount of \$1,150.00 from the budgeted appropriation for Associate Catalog Librarian. (Budgeted salary \$4,600.00 for 12 months--p. 138)

Building Maintenance (Administration)

442. Employ Mrs. Edith M. Luton as Secretary in the Department of Building Maintenance (Administration), at an annual salary of \$3,000.00, effective October 12, 1959 through August 31, 1960, vice Mrs. Dorothy H. Rayburn, resigned. (Budgeted salary \$3,000.00 for 12 months--p. 150)

Building Maintenance (Operation and Maintenance)

443. Revise the contract of Mr. Arthur Johnson Bilberry, Department of Building Maintenance (Operation and Maintenance), from "Locksmith at an annual salary of \$3,420.00" to "Carpenter at an annual salary of \$3,420.00" effective October 19, 1959 through August 31, 1960, vice Mr. Thomas Earl Walker, transferred. (Budgeted salary \$3,420.00 for 12 months--p. 161)

444. Employ Mr. William Louie Bearden as Locksmith in Building Maintenance (Operation and Maintenance), at an annual salary of \$3,420.00, effective October 19, 1959 through August 31, 1960, vice Mr. Arthur Johnson Bilberry, transferred to the line item position--Carpenter, p. 161.

Computer-Architecture Building

445. Correct Item No. 399, Board Minutes of October 10, 1959, to show the source of funds for Alternate No. 2 of the contract with the Warner Construction Company, in the amount of \$1,450.00, for the Computer-Architecture Building from the Constitutional Building Amendment Funds to the Local Building Funds.

446. Incorporate the contract with the Warner Construction Company for the construction of the Computer-Architecture Building in the Minutes of this meeting. This is in keeping with Item No. 399, Board Minutes of October 10, 1959. Attachment No. 7.

Highway Right-of-Way

447. Approve the following correction in Attachment No. 37, "Deed, Controlled Access Highway Facility", in the Minutes of the Board Meeting of August 22, 1959:

The change is in the fourteenth sentence in the last paragraph of the first page. It now reads, ". . . curve, said point is S 72°57' E, 439.06 feet from the center of said curve;" It should read,

". . . curve, said point is S 72°57' E, 449.06 feet from the center of said curve;"

Physical Plant Extension

448. Approve a contract with the Anthony Company, Lubbock, Texas in the amount of \$1,490.00, for a garbage disposal line from Gordon Hall and authorize Mr. M. L. Pennington, Vice President and Comptroller, to execute the contract for the College. This will be paid from unencumbered dormitory funds. A copy of the contract is attached and made a part of the Minutes. Attachment No. 8. (This is in keeping with Item No. 911, Board Minutes of January 26, 1957.)

Stadium Expansion Program

449. Approve the action of the Athletic Committee of the Board in approving an extra, in the amount of \$9,311.50, to the contract with Cain and Cain, Fort Worth, Texas, Contractors on the Stadium Expansion Project, for

Stadium Expansion Program

449. (Continued) an addition to the Press Box facilities. A copy of a Memorandum from Mr. M. L. Pennington, Vice President and Comptroller, giving the action of the Athletic Committee, is attached and made a part of the Minutes. Attachment No. 4.

Parking Fees

450. Approve an additional Parking Fee of \$1.50 for the Dormitory freshmen who park their cars east of the stadium and grant them permission to park on the dormitory lots for the 1959 Fall Semester. A Memorandum from Mr. M. L. Pennington, Vice President and Comptroller, concerning the necessity of getting the cars out of this area, in order to permit the contractor to proceed with the Stadium Expansion Project, is attached and made a part of the Minutes. Attachment No. 5.

Organized Research (Account No. 3118C)

451. Approve the acceptance of a Research Grant, in the amount of \$14,332, from the United States Atomic Energy Commission, Oak Ridge, Tennessee, Contract No. AT--(40-1)--1982 to provide for the continuation of the current research and provide for the performance of additional research on the "Effects of Radiation on the Albino Rat", and approve the budget for this project for the period, September 1, 1959 through August 31, 1960. This is a continuation of a research project which has been in progress for several years. A copy of the budget is attached and made a part of the Minutes. Attachment No. 6.

Organized Research (Account No. 3143)

452. Accept a Research Grant (NSF-G10116) in the amount of \$11,600.00 from the National Science Foundation, for the support of research entitled "Inner Bremsstrahlung in Electron Capture", under the direction of Dr. Henry C. Thomas, Professor and Head of the Department of Physics, for a period of approximately two years, September, 1959 to September, 1961. The grant will be paid as follows: \$6,800.00 on or about November 4, 1959; \$2,900.00 on or about January 15, 1961; and \$1,900.00 on or about July 15, 1961.

Organized Research (Account No. 3169)

453. Record the receipt of a check, in the amount of \$11,870.00, from the Welch Foundation, Houston 2, Texas, for the renewal of a research project "The Benzidine-type Rearrangements of Aromatic and Non-Aromatic Hydrazo-Compounds and of Aromatic Disulfides", covering the period, November 1, 1959 through October 31, 1960. The Budget for this project was approved by Item No. 2214, Board Minutes of August 22, 1959. (Account No. 3169)

Gift (Electrical Engineering)

454. Accept one (1) Generalized Machine Laboratory Set from the Westinghouse Electric Corporation, Mr. Earl R. Price, Manager, 301 Polk Street, Amarillo, Texas, for the Department of Electrical Engineering. The estimated value of this equipment is \$3,500.00.

Gift (Account No. 3049)

455. Accept a cash gift in the amount of \$400.00, through Texas Technological College Foundation, from Socony Mobil Oil Company, 150 East 42nd Street, New York City 17, New York, for the Department of Petroleum Engineering--Cost-of-Education Grant.

Gift (Account No. 3320)

456. Accept a cash gift in the amount of \$2,000.00, through Texas Technological College Foundation, from The Bell Foundation, Inc., P. O. Box 1, Buffalo 5, New York, for the renewal of the Lawrence D. Bell Memorial Scholarships for the 1959-60 Academic Year.

Gift (Account No. 3352)

457. Accept a cash gift in the amount of \$250.00, through Texas Technological College Foundation, from Cagle Brothers Furniture, 2202 Avenue Q, Lubbock, Texas, to provide for the Cagle Scholarships in Applied Arts for the 1959 Fall Semester.

Gift (Account No. 3364)

458. Accept a cash gift in the amount of \$600.00, through Texas Technological College Foundation, from Mrs. Inez Carter, 412 Combs Worley Building, Pampa, Texas, to provide for the Inez Carter Scholarships for the 1959-60 Academic Year.

Gift (Account No. 3404)

459. Accept a cash gift in the amount of \$250.00, through Texas Technological College Foundation, from District One, Texas Garden Clubs, Inc., c/o Mrs. H. D. Lewis, Governor, 201 Binkley Avenue, Dumas, Texas, to provide for the District No. 1 Garden Club Scholarship for the 1959-60 Academic Year.

Gift (Account No. 3528)

460. Accept a cash gift in the amount of \$400.00, through Texas Technological College Foundation, from the Conrad N. Hilton Foundation, 9990 Santa Monica Blvd., Beverly Hills, California, for the renewal of the C. N. Hilton Scholarships for the 1959-60 Academic Year.

Gift (Account No. 3592)

461. Accept a cash gift in the amount of \$150.00, through Texas Technological College Foundation, from the Lubbock Kiwanis Club, P. O. Box 1064, Lubbock, Texas, to provide for the Lubbock Kiwanis Club Scholarships for Sophomores for the 1959 Fall Semester.

Gift (Account No. 3604)

462. Accept a cash gift in the amount of \$250.00, through Texas Technological College Foundation, from the Lubbock Board of Realtors, Room 200, 1503 Avenue J, Lubbock, Texas, for the renewal of the Lubbock Real Estate Board Scholarship for the 1959-60 Academic Year.

Gift (Account No. 3642)

463. Accept a cash gift in the amount of \$50.00, through Texas Technological College Foundation, from National Merit Scholarship Corporation, 1580 Sherman Avenue, Evanston, Illinois, to provide one-half of annual National Merit Scholarship for John A. Brunk.

Gift (Account No. 3700)

464. Accept a cash gift in the amount of \$2,250.00, through Texas Technological College Foundation, from the Sears Roebuck Foundation, 3333 West Arthington Street, Chicago, Illinois, for the renewal of the Sears Roebuck Foundation Scholarships for Agriculture for the 1959-60 Academic Year.

Gift (Account No. 3732)

465. Accept an additional scholarship, in the amount of \$500.00 annually, from the South Plains Chapter of the American Petroleum Institute, for the South Plains Chapter of the American Petroleum Institute Scholarship in Engineering, under the same conditions and regulations as the existing scholarship, effective with the 1960 Fall Semester.

Gift (Account No. 3788)

466. Accept a cash gift in the amount of \$2,000.00, through Texas Technological College Foundation, from Texas Cottonseed Crushers' Association, Inc., 624 Wilson Building, Dallas, Texas, to provide for the Texas Cotton Seed Crushers Association Graduate Fellowship for the 1959-60 Academic Year.

Gift (Account No. 3808)

467. Accept a cash gift in the amount of \$400.00, through Texas Technological College Foundation, from Western Electric Company, Inc., Post Office Box 1400, Peony Park Station, Omaha 14, Nebraska, for the renewal of the Western Electric Scholarship in Engineering for the 1959-60 Academic Year.

Gift (Account No. 3815)

468. Accept a cash gift in the amount of \$35.00, through Texas Technological College Foundation, from the Brownfield News-Herald, Post Office Box 1186, Brownfield, Texas, to be added to the West Texas Publishers Scholarship Fund.

Gift (Account No. 3815)

469. Accept a cash gift in the amount of \$20.00, through Texas Technological College Foundation, from The Slaton Slatonite, Mr. Joel R. Combs, Slaton, Texas, to be added to the West Texas Publishers Scholarship Fund.

Gift (National Defense Student Loan Program, Account No. 5008)

470. Accept cash gifts in the amount of \$775.09, through Texas Technological College Foundation, for the National Defense Student Loan Fund, Account No. 5008. The contributions were made by the following:

Gift (National Defense Student Loan Program, Account No. 5008)
 470. (Continued)

Forrest Foundation -----	\$ 350.00
320 Avenue L	
Lubbock, Texas	
W. H. Butterfield -----	25.09
3204 41st Street	
Lubbock, Texas	
Bryant Radio & Television, Inc. -----	400.00
5600 Avenue A	
Lubbock, Texas	
Total -----	\$ <u>775.09</u>

471. In keeping with Item No. 2696, Board Minutes of August 22, 1959, record the receipt of \$90,688.00 for the National Defense Student Loan Fund on October 23, 1959 and the transfer of \$10,076.44 from the George T. Morrow Loan Fund for the one-ninth matching funds required by the National Defense Education Act.

Gift (Account No. 5034)

472. Accept a cash gift in the amount of \$537.00, through Texas Technological College Foundation, from Hemphill-Wells Company, 1212 Avenue J, Lubbock, Texas, for the Student Emergency Loan Fund. (This amount represents one-half of the gross proceeds from the sale of Freshman caps.)

Gift (Air Force R.O.T.C. Student Loan Fund, Account No. 5009)

473. Correct Item No. 296, Board Minutes of October 10, 1959 to read "in the amount of \$190.00" instead of "in the amount of \$215.00". The gift, in the amount of \$25.00 from 1/Lt. James S. Young was reported by Item No. 2495, Board Minutes of August 22, 1959 and has been duplicated by Item No. 296. (The \$25.00 reported by Item No. 296 should be deleted.)

Gift (Unrestricted Fund, Account No. 9000)

474. Accept a cash gift in the amount of \$10.00, through Texas Technological College Foundation, for the Unrestricted Fund, Account No. 9000, from the Junior Twentieth Century Club, Mrs. Amos H. Howard, Corresponding Secretary, 2309 Seventeenth Street, Lubbock, Texas.

Gift (President's Emergency Fund, Account No. 9014)

475. Accept a cash gift in the amount of \$10.00, through Texas Technological College Foundation, for the President's Emergency Fund, Account No. 9014, from Mr. Robert L. Smith, 1608 Rosewood, Houston, Texas.

Gift (Account No. 9026)

476. Accept a cash gift in the amount of \$300.00, through Texas Technological College Foundation, from Anderson-Clayton and Company, P. O. Box 2538, Houston 1, Texas, to provide scholarship grants under Statewide 4-H Club Cotton Production Efficiency Contest Program for the 1959 Fall Semester. The funds have been deposited to the Scholarship Clearing Account No. 9026.

Gift (Loyalty Fund of Ex-Students Association, Account No. 9040)

477. Accept cash gifts in the amount of \$123.00, through Texas Technological College Foundation, for the Loyalty Fund of Ex-Students Association, Account No. 9040. The contributions were made by the following:

Mr. Lyndell F. Sharp -----	\$ 100.00
415 East 80th Street	
New York, New York	
Creole Petroleum Corporation -----	11.00
1230 Avenue of the Americas	
New York, New York	
Cabot Foundation, Inc. -----	12.00
77 Franklin Street	
Boston, Massachusetts	
Total -----	\$ <u>123.00</u>

Gift (Account No. 9446)

478. Accept cash gifts in the amount of \$900.00, through Texas Technological College Foundation, for Miscellaneous Scholarships. The donors and the amount of each contribution is given below:

<u>Donor</u>	<u>Amount</u>
Texas Home Demonstration Association -----	\$ 250.00
Fannie and John Hertz Engineering Scholarship Foundation -----	100.00
National Association of Secondary School Principals --	500.00
Corpus Christi Association for Childhood Education ---	<u>50.00</u>
Total -----	\$ <u>900.00</u>

The funds have been deposited to Miscellaneous Scholarships, Account No. 9446.

Texas Tech College Bookstore

479. Grant permission to the Texas Tech College Bookstore to purchase Classroom Materials from the following staff members:

Mr. John E. Harding, purchase of

100 copies Study is Fun @ \$.85 each less 20% ---- \$ 68.00

Dr. J. Q. Sealey, purchase of

73 copies Bacteriology Lab Exercises @ \$1.15
each less 10% ----- \$ 75.55

Dr. A. W. Young, purchase of

138 copies Beginning Soils Lab Manual @ \$1.40
each less 10% ----- \$ 173.88

480. Grant permission to the Texas Tech College Bookstore to pay royalty to the following staff members:

Mr. J. H. Baumgardner, royalty on

73 copies Principles of Livestock Feeding @ \$.30
each ----- \$ 21.90

Dr. J. J. Willingham and staff, royalty on

84 copies Dairy Industry Lab Manual @ \$.25 each- \$ 21.00

Intramural Program for Men

481. Grant permission to employ Mr. Raymond Krcha as Custodian of Equipment in the Intramural Program for Men during the 1959-60 academic year, at \$1.25 per hour, total cost not to exceed \$100.00. Mr. Krcha is a full-time employee in the Department of Health, Physical Education and Recreation and this work will be in the evening and will not conflict with his other duties in any way. This will be paid from the budgeted appropriation for Part-time Custodian of Equipment, Intramural Program for Men. (Budgeted salary \$450.00)

Textile Research Laboratories

482. Accept the resignation of Mrs. Helen D. Ingraham, Fiber Technologist in the Textile Research Laboratories, at an annual salary of \$3,780.00, effective at the close of the day, October 15, 1959. (Budgeted salary \$3,780.00 for 12 months)

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:

Out-of-State Leaves

483. Grant permission to Mr. Stanley E. Anderson, Associate Professor of Animal Husbandry, to go to Kansas City, Missouri, October 13, 1959 through October 21, 1959, to coach and accompany livestock judging team to compete in contests at the American Royal Shows in intercollegiate competition. Attendance and participation in these contests are necessary to obtain ideas and information to be used in improving the classroom teaching, to demonstrate the proficiency obtained by the use of present methods of teaching, and to keep abreast of current trends and developments in the field of animal husbandry; expenses to be paid from Department of Animal Husbandry Maintenance, Equipment and Travel Account.
484. Grant permission to Mr. Cecil Ayers, Associate Professor of Agronomy, to go to Kansas City, Missouri and Chicago, Illinois, from November 21, 1959 through December 1, 1959, to accompany and coach the Crops Judging Team to the National Collegiate Grain Judging Contest at Kansas City, and the International Collegiate Crop Judging Contest at Chicago, and to obtain ideas and information to be used in improving the classroom instruction in the Department of Agronomy; expenses to be paid from the Department of Agronomy Maintenance, Equipment and Travel Account.
485. Grant permission to Dr. Floyd D. Boze, Dean of Admissions and Registrar, to go to Louisville, Kentucky, November 27, 1959 through December 5, 1959, to attend the Sixty-fourth Annual Meeting of the Southern Association of Colleges and Secondary Schools; expenses to be paid from the Office of the Dean of Admissions and Registrar Maintenance, Equipment and Travel Account.
486. Cancel Item No. 298, granting permission to Dr. John R. Bradford, Dean of the School of Engineering, to go to Beverly Hills, California, October 11, 1959 through October 18, 1959.
487. Grant permission to Dr. John R. Bradford, Dean of the School of Engineering, to go to Stillwater, Oklahoma, November 19, 1959 through November 22, 1959, to attend a conference of the Engineering Deans of the Engineers' Council for Professional Development accredited schools of the Southwest. Discussions will concern Engineering curricular trends and engineering course requirements, entrance requirements for freshmen, uniform freshman year requirements, improvement of Engineering faculty, training for young instructors, methods of recruiting staff, and the tremendous problems associated with students transferring from junior colleges to senior engineering schools; expenses to be paid from Office of the Dean of Engineering Maintenance, Equipment and Travel Account.
488. Grant permission to Dr. John R. Bradford, Dean of the School of Engineering, to go to San Francisco and Beverly Hills, California, December 6, 1959 through December 13, 1959, to attend the annual meeting of the American Institute of Chemical Engineers in San Francisco to talk with members of the accrediting group of the American Institute of Chemical Engineers with reference to the newly established Department of Chemical Engineering at Texas Technological College, to interview applicants for positions in the School of Engineering at various universities in California, particularly in the Los Angeles and San Diego area, and to discuss research efforts with the President of Litton Industries in Beverly Hills; expenses to be paid from Office of the Dean of Engineering Maintenance, Equipment and Travel Account.
489. Grant permission to Dr. Beatrix Cobb, Director, Vocational Rehabilitation Counselor Training Program, to go to San Francisco, California, December 6, 1959 through December 10, 1959, to attend a workshop for Directors of Vocational Rehabilitation Counselor Training Programs sponsored by the Office of Vocational Rehabilitation, Department of Health, Education and Welfare; at no expense to the College.
490. Grant permission to Dr. J. William Davis, Professor and Head, Department of Government, to go to Gatlinburg, Tennessee, November 5, 1959 through November 7, 1959, to attend the Southern Political Science Association Meeting and to interview prospective staff members for the academic year of 1960-61; expenses to be paid from the Department of Government Maintenance, Equipment and Travel Account.

Out-of-State Leaves

491. Grant permission to Dr. Ralph M. Durham, Professor and Head, Department of Animal Husbandry, to go to Chicago, Illinois, from November 25, 1959 through December 1, 1959, to attend the Annual Meeting of the American Society of Animal Production and the International Livestock Exposition, to observe the judging and to secure information that may be used in planning the work for the Department of Animal Husbandry at Texas Technological College; expenses to be paid from the Department of Animal Husbandry Maintenance, Equipment and Travel Account. This supersedes Item No. 2639, Board Minutes of August 22, 1959.

492. Grant permission to Dr. George O. Elle, Assistant Dean of Agriculture, to go to Dallas, Texas, November 2, 1959 through November 14, 1959, for active duty with the United States Department of Defense (National Resources Conference) without loss of pay. This is in keeping with Article 5769b-1, Revised Civil Statutes, H. B. No. 761, 53rd Legislature, 1953.

493. Grant permission to Dr. W. B. Gates, Dean of the Graduate School, to go to Mendenhall, Mississippi, October 16, 1959 through October 18, 1959; at no expense to the College.

494. Grant permission to Dr. R. C. Goodwin, Acting President, to go to Boston, Massachusetts, and other points in the east and the middle western part of the United States to attend the annual meeting of the Association of American Colleges and to interview prospective staff members, from January 9, 1960 through January 18, 1960; expenses to be paid from the Office of the President Maintenance, Equipment and Travel Account.

495. Grant permission to Mr. William M. Gosdin, Superintendent, Care and Maintenance of Grounds, to go to Colorado Springs and Denver, Colorado, October 21, 1959 through October 25, 1959, to accompany Senior Design students in Park Management on an inspection trip in connection with class term design problem; at no expense to the College.

496. Grant permission to Dr. T. Earle Hamilton, Professor of Foreign Languages, to go to Chicago, Illinois, from December 27, 1959 through December 31, 1959, to read an original research paper, "Fomento de estudios hispanicos en las universidades de los Estados Unidos", at a joint meeting of the American Association of Teachers of Spanish and Portuguese and Sigma Delta Pi; expenses to be paid from the Department of Foreign Languages Maintenance, Equipment and Travel Account.

497. Grant permission to Mr. Edgar Ray Jarman, Assistant Professor of Dairy Industry, to go to Birmingham, Alabama, January 31, 1960 through February 3, 1960, to attend the annual meeting of Southern Agricultural Workers Association to present two papers of original research; expenses to be paid from Department of Dairy Industry Maintenance, Equipment and Travel Account.

498. Grant permission to Mrs. Jean A. Jenkins, Director of The Placement Service, to go to Hot Springs, Arkansas, October 14, 1959 through October 16, 1959, to attend the annual conference of Southwest Placement Association which is attended by college personnel and representatives of business and industry. Attendance at this meeting is necessary to gain information from other college placement officials and business and industrial people which is of value to Texas Technological College students in securing employment; expenses to be paid from Placement Office Maintenance, Equipment and Travel Account.

499. Cancel Item No. 306, Board Minutes of October 10, 1959, granting permission to Dr. Sylvan J. Kaplan, Professor and Head, Department of Psychology, to go to New Orleans, Louisiana, from October 28, 1959 through October 31, 1959.

500. Grant permission to Dr. P. Merville Larson, Professor and Head, Department of Speech, to go to Arlington, Virginia, December 25, 1959 through January 2, 1960, to attend workshop sessions of the Speech Association of America to learn improved techniques for directing and teaching discussion classes, to meet with department heads from other colleges and universities on problems of tenure, salaries, instruction supervision and personnel policies to help the administration of the Department of Speech at Texas Tech, and to examine equipment and materials for instructional purposes as well as speech department facilities in other colleges as a basis for recommending building plans; expenses to be paid from Department of Speech Maintenance, Equipment and Travel Account.

Out-of-State Leaves

501. Grant permission to Mr. Robert L. Mason, Professor of Mechanical Engineering, to go to New Orleans, Louisiana, October 29, 1959 through November 1, 1959, to report for active duty with the United States Navy (Naval Reserve Recruiting and Information Officers Seminar) without loss of pay. This is in keeping with Article 5769b-1, Revised Civil Statutes, H. B. No. 761, 53rd Legislature, 1953.

502. Grant permission to Dr. Harley D. Oberhelman, Assistant Professor of Foreign Languages, to go to Chicago, Illinois, December 28, 1959 through December 31, 1959, to present a paper of original research entitled "The Foreign Language Laboratory in Secondary Schools" to the annual national meeting of the American Association of Teachers of Spanish and Portuguese; expenses to be paid from Department of Foreign Languages Maintenance, Equipment and Travel Account.

503. Grant permission to Dr. W. M. Pearce, Professor and Head of the Department of History and Anthropology, to go to Ft. Gordon, Georgia, February 6, 1960 through February 20, 1960, to report for 15 days of active duty with the United States Army Reserve without loss of pay. This is in keeping with Article 5769b-1, Revised Civil Statutes, H. B. No. 761, 53rd Legislature, 1953.

504. Grant permission to Dr. Carey T. Southall, Jr., Associate Professor of Education, to go to Chicago, Illinois, February 10, 1960 through February 14, 1960, to attend a meeting of the National Association of Student Teaching and to secure information on the latest techniques, developments and practices in the field of teacher education for incorporation into and improvement of the Curriculum of teacher education at Texas Tech; expenses to be paid from the Department of Education and Philosophy Maintenance, Equipment and Travel Account.

505. Grant permission to Mr. Tom Stenis, Associate Professor of Electrical Engineering, to go to Oklahoma City, Oklahoma, October 16, 1959 through October 19, 1959, to attend the Seventh District Student Activities Committee meeting of the American Institute of Electrical Engineers; at no expense to the College.

506. Grant permission to Dr. R. W. Strandtmann, Professor of Biology, to go to Austin, Texas, from December 10, 1959 through December 13, 1959, to attend the meeting of the Texas Academy of Science and to present a paper of original research, "The Nasal Mites of Doves and Pigeons"; expenses to be paid from the Department of Biology Maintenance, Equipment and Travel Account.

507. Grant permission to Dr. Gerald W. Thomas, Dean of the School of Agriculture, to go to Bozeman, Montana, June 10, 1960 through June 18, 1960, to participate in comprehensive review of animal industry and range management research at the Montana Agricultural Experiment Station with the Directors of Experiment Stations in other Great Plains states; at no expense to the College.

508. Grant permission to Dr. John Warren Thomas, Assistant Professor of Agricultural Economics, to go to Reno, Nevada, November 11, 1959 through November 14, 1959, to participate in a joint Farm Management - Marketing meeting in connection with project "An Economic Study of Crop Production Practices and the Use of Farm Equipment on the High Plains of Texas"; at no expense to the College.

509. Grant permission to Mr. Harry S. Walker, Assistant Professor of Economics, to go to New Orleans, Louisiana, October 29, 1959 through October 31, 1959, to represent the Athletic Council at the Tulane football game; expenses to be paid from the budget for Intercollegiate Athletics.

510. Grant permission to Dr. Morris S. Wallace, Professor and Head, Department of Education and Philosophy, to go to Oklahoma City, Oklahoma, October 23, 1959 through October 24, 1959, to address the state meeting of the Elementary School Administrators of Oklahoma; at no expense to the College.

511. Grant permission to Mr. J. Roy Wells, Assistant to the President, to go to Maxwell Air Force Base, Alabama, to participate in the Institutional-USAFA Conference on Air Force ROTC Affairs, to be held at Maxwell Air Force Base, Alabama, on December 9-10, 1959; at no expense to the College.

Out-of-State Leaves

512. Grant permission to Dr. Wesley W. Wendlandt, Associate Professor of Chemistry, to go to Baton Rouge, Louisiana, December 2, 1959 through December 6, 1959, to attend the Southwest Regional Meeting of the American Chemical Society to present, along with Texas Technological College graduate students, five original research papers on research conducted at the College; expenses to be paid from Department of Chemistry Maintenance, Equipment and Travel Account.

513. Grant permission to Mr. Elo J. Urbanovsky, Professor and Head, Department of Horticulture and Park Management, to go to Colorado Springs and Denver, Colorado, October 21, 1959 through October 25, 1959, to accompany Senior Design students in Park Management on an inspection trip in connection with the class term design project; at no expense to the College.

514. Grant permission to Dr. A. W. Young, Professor and Head, Department of Agronomy, to go to Wagoner, Oklahoma, October 24, 1959 through October 30, 1959, to attend the annual meeting of the Executive Committee and the International Crop Improvement Association to serve as Director of International Crop Improvement Association from the State of Texas; at no expense to the College.

Respectfully submitted,



R. C. Goodwin,
Acting President

RCG:jd

TEXAS TECHNOLOGICAL COLLEGE
Report on Small Classes
Organized Classes Only, 1959 Fall Semester
As of the 12th Class Day (October 3, 1959)

Reported by Program, Course Number, Course Title, Enrollment and Justification

Justification Code: The following justification statements are those most frequently used by academic institutions and appear to cover a majority of classes listed in past small class reports. Some classes may require more than one code. If necessary, use an additional sheet for listing the statements of justification.

1. Required course for graduation in one or more baccalaureate degree programs. The course is not offered each semester or term, and if cancelled, may affect date of graduation of those enrolled.
2. Required course for graduating seniors in one or more degree programs.
3. Required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses.
4. Course for which students pay a supplementary fee, and the usual requirements of class size are not considered applicable. (Example: Class Instruction in Applied Music or Applied Art.)
5. Limited laboratory facilities make it necessary to establish an additional section of this course.
6. Course in a small department which offers the minimum number of courses consistent with the maintenance of a balanced departmental program.
7. Graduate course that is required for completion of an advanced degree.
8. Interdepartmental course meeting with the same course in another department.
9. Others (please specify) (a) Workshop--enrollment incomplete on the 12th class day. (b) Class meets with another class at the same hour. (c) Class for students from other countries. (d) Dropped below 10 after close of registration. (e) Laboratory only--facilities limited.

Program, Dept., Course and Sec- tion Number	Course Title	Credit Value	Enrollment		Code
			Under- Grad.	Grad.	
<u>Liberal Arts</u>					
<u>Anthropology</u>					
334-1	Races, Peoples & Languages of North America	3	8	-	3
English 231-27	Masterpieces of Literature	3	9	-	9c
History 4365-1	History of Theology in America	3	4	3	1
Journalism 232-A	Newspaper Reporting	-	7	-	6
Journalism 232-B	Newspaper Reporting	-	7	-	6
Journalism 232-C	Newspaper Reporting	-	5	-	6
Journalism 3318-1	Radio-Television News Writing	3	8	-	2
Journalism 439-A	Editing	-	5	-	2
Journalism 439-B	Editing	-	2	-	2
Journalism 439-C	Editing	-	3	-	2
Psychology 4321-1	Interviewing: Principles and Practice	3	6	3	2
Psychology 5318-1	Practicum in Techniques of Counseling	3	-	4	7

Program, Dept., Course and Sec- tion Number	Course Title	Credit Value	Enrollment		Code
			Under- Grad.	Grad.	
<u>Liberal Arts (Continued)</u>					
Psychology 5318-A	Practicum in Techniques of Counseling (Lab)	-	-	4	7
Speech 318-A	Forensic Activities	1	7	-	6
Speech 430-1	Advanced Public Speaking	3	5	3	2
German 435-1	Studies in German Language and Literature	3	4	-	2
Latin 331-1	Latin Readings	3	4	-	2
<u>Sciences</u>					
Bacteriology 431-A	Problems in Bacteriology	3	6	2	2
Bacteriology 432-1	Immunology and Serology	3	5	-	2
Bacteriology 432-A	Immunology and Serology (Lab)	-	5	-	2
Botany 339-1	Plant Anatomy	3	8	-	2
Botany 339-A	Plant Anatomy (Lab)	-	8	-	2
Chemistry 431-1	Qualitative Organic Analysis	3	4	1	3
Chemistry 431-A	Qualitative Organic Analysis (Lab)	-	4	1	3
Chemistry 441-F	Physical Chemistry I (Lab)	-	6	-	5
Chemistry 5321-1	Advanced Organic Chemistry I	3	-	4	7
Geology 234-B	Mineralogy and Petrography for Petroleum Engineers (Lab)	-	7	-	3
Geology 241-A	Mineralogy and Petrography (Lab)	-	9	-	5
Geology 436-1	Micropaleontology	3	2	2	2
Geology 436-A	Micropaleontology (Lab)	-	2	2	2
Geology 441-1	X-Ray Defraction Analysis	4	1	1	2
Geology 441-A	X-Ray Defraction Analysis (Lab)	-	1	1	2
Geology 4311-1	Economic Geology	3	3	1	2
Geology 4311-A	Economic Geology (Lab)	-	3	1	2
Geology 4317-1	Geophysical Methods (Gravity and Magnetic)	3	6	1	2
Geology 532-1	Advanced Physical and Histori- cal Geology	3	1	3	7
Geology 535-1	Advanced Work in Specific Fields	3	-	3	7
Geology 5311-1	Stratigraphic Micropaleontology	3	-	2	7
Physics 314-B	Intermediate Laboratory	1	8	-	9e

Program, Dept., Course and Sec- tion Number	Course Title	Credit Value	Enrollment		Code
			Under- Grad.	Grad.	
<u>Sciences (Continued)</u>					
Physics 314-C	Intermediate Laboratory	1	8	-	9e
Physics 331-B	Light (Lab)	-	6	-	9e
Physics 331-C	Light (Lab)	-	7	-	9e
<u>Fine Arts</u>					
Allied Art 426-A	Advanced Painting	2	7	-	2
Allied Art 433-A	Commercial Design II (2)	3	5	-	9b
Allied Art 4212-A	Commercial Illustration II	2	9	-	2
Allied Art 4311-A	Ceramics (3)	3	5	-	9b
Applied Music 1123-2	Piano	1	1	-	3
Applied Music 2113-1	Voice	1	7	-	3
Applied Music 2123-1	Piano	1	8	-	3
Applied Music 413-1	Woodwinds	1	5	-	3
Applied Music 414-1	Woodwinds	1	4	-	3
Music Ensemble 013-C	Stage Band (1)	1	6	-	9b
Music Ensemble 313-C	Stage Band (1)	1	8	-	9b
Music Literature 332-1	Piano Repertoire	3	4	-	3
Music Theory 333-1	Form and Composition	3	7	-	3
<u>Agriculture</u>					
Agricultural Engineering 331-1	Functional Design of Farm Buildings	3	4	-	2
Agricultural Engineering 331-A	Functional Design of Farm Buildings (Lab)	-	4	-	2
Agricultural Engineering 333-A	Farm Power and Machinery	3	9	-	9e
Agricultural Engineering 432-1	Engineering for Soil and Water Conservation and Drainage	3	5	-	2
Agricultural Engineering 432-A	Engineering for Soil and Water Conservation and Drainage (Lab)	-	5	-	2
Agricultural Engineering 435-1	Farm Mechanics Problems	3	4	2	2

Program, Dept., Course and Sec- tion Number	Course Title	Credit Value	Enrollment		Code
			Under- Grad.	Grad.	
<u>Agriculture (Continued)</u>					
Agronomy 332-B	Grain Crops (Lab)	-	9	-	9c
Agronomy 430-1	Agronomy Problems	3	4	-	2
Agronomy 430-A	Agronomy Problems (Lab)	-	4	-	2
Agronomy 511-1	Agronomy Seminar	1	-	2	7
Dairy Industry 241-1	Market Milk	4	8	-	6
Dairy Industry 241-A	Market Milk (Lab)	-	8	-	6
Dairy Industry 313-A	Dairy Products Judging	1	5	-	6
Dairy Industry 437-1	Creamery Management and Merchandising	3	6	-	6
Dairy Industry 451-1	Butter and Cheese Making	5	5	-	6
Dairy Industry 451-A	Butter and Cheese Making (Lab)	-	5	-	6
Entomology 334-1	Insect Morphology	3	5	3	3
Entomology 334-A	Insect Morphology (Lab)	-	5	3	3
Entomology 335-1	Insect Taxonomy	3	7	-	2
Entomology 335-A	Insect Taxonomy (Lab)	-	7	-	2
Horticulture 425-1	Horticulture Problems	2	9	-	2
<u>Engineering</u>					
Architecture 122-B	Freehand Drawing II	2	9	-	9d
Architecture 423-A	Life Drawing II (4)	2	9	-	9b
Architecture 463-B	Architectural Design IV (5)	6	9	-	9b
Chemical Engineering 435-C	Instrumentation (Lab)	-	9	-	9e
Civil Engineering 312-E	Fluid Mechanics Laboratory	6	6	-	9e
Civil Engineering 4313-1	Sanitary Engineering Design - Water	3	8	-	1
Civil Engineering 4313-A	Sanitary Engineering Design - Water (Lab)	-	8	-	1

Program, Dept., Course and Sec- tion Number	Course Title	Credit Value	Enrollment		Code
			Under- Grad.	Grad.	
<u>Engineering (Continued)</u>					
Electrical Engineering 312-G	Alternating Current Circuit Laboratory	1	9	-	9e
Electrical Engineering 312-H	Alternating Current Circuit Laboratory	1	9	-	9e
Electrical Engineering 312-I	Alternating Current Circuit Laboratory	1	9	-	9e
Electrical Engineering 5311-1	Automatic Control Systems	3	-	4	7
Mechanical Engineering 531-1	Statistical Thermodynamics	3	1	3	7
Mechanical Engineering 533-1	Heat Transmission	3	-	4	7
Mechanical Engineering 5312-1	Mechanical Vibrations	3	-	4	7
Textile Engineering 430-1	Manufacturing Process Control	3	6	-	2
Textile Engineering 430-A	Manufacturing Process Control (Lab)	-	6	-	2
Textile Engineering 445-1	Fabric Design and Construction	4	2	-	2
Textile Engineering 445-A	Fabric Design and Construction (Lab)	-	2	-	2
<u>Home Economics</u>					
Applied Arts 439-1	Experience Training in Applied Arts	3	5	2	2
Applied Arts 439-A	Experience Training in Applied Arts (Lab)	-	5	2	2
Food and Nutrition 432-1	Advanced Human Nutrition	3	6	1	2
Food and Nutrition 533-1	Readings in Nutrition	3	-	3	7
<u>Business Administration</u>					
Secretarial Administration 421-B	Voice Writing and Duplicating Machines	-	9	-	9d

- (1) Music Ensemble 013-C and Music Ensemble 313-C are taught together.
- (2) Allied Arts 433-A and Allied Arts 342-A are taught together.
- (3) Allied Arts 4311-A and Architecture 224-D are taught together.
- (4) Architecture 423-A and Architecture 327-A are taught together.
- (5) Architecture 463-A and Architecture 463-B are taught together.

APPROVAL OF SMALL CLASSES
1959 FALL SEMESTER

Approved by the Board of Directors of Texas Technological College on
November 13, 1959.

BOARD OF DIRECTORS
TEXAS TECHNOLOGICAL COLLEGE

By /s/ C. I. Wall
Chairman

* * * * *

I, J. Roy Wells, Secretary of the Board of Directors of Texas Techno-
logical College, do hereby certify that the Small Class Report for the 1959 Fall
Semester was approved by the Board of Directors of Texas Technological College on
November 13, 1959.

Witness my hand this the 13th day of November, 1959.

(SEAL)

/s/ J. Roy Wells
Secretary
Board of Directors

Board Minutes
November 13, 1959
Attachment No. 3

The Board delayed action on a statement on the organization and duties of the Athletic Council and the Athletic Department. Attachment No. 3, which was included in the Agenda, under date of October 31, 1959, has been omitted.

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

Office of the Vice President
and Comptroller

October 15, 1959

M E M O R A N D U M

To: Mr. J. Roy Wells

DOCKET ITEM

Will you please include an item in the next Agenda for the Board of Directors to approve the action of the Athletic Committee on the addition to the Press Box facilities.

For some time, the question of additional rest room facilities in the new Press Box has been discussed by members of the Board of Directors, the Athletic Council and members of the Athletic Department. The original estimate for the proposed change was \$15,000. At the time, the architects were instructed to explore some arrangement whereby the facilities might be expanded at a more moderate cost after completion of the current football season.

As a result, the contractor submitted a figure in the amount of \$9,311.50 to double the capacity of the rest rooms and add an 8' x 8' powder room in the women's rest room, with the stipulation that the work could be performed after the current season ended. The architects evaluated the cost and found it to be fair.

On October 13, 1959, the Chairman of the Board was called to see if he would grant authorization to one of the Committees of the Board to act for the Board as the change needed to be processed before the next meeting. He authorized the Athletic Committee of the Board to act on the extra.

Consequently, the members of the Athletic Committee were polled by phone on October 13, 1959, to vote on the extra to the contract with Cain and Cain of Fort Worth, to double the capacity of the Press Box rest rooms and to provide an 8' x 8' powder room in the women's rest room, after the current football season ends, in the amount of \$9,311.50. The voting was as follows:

Mr. Jim Lindsey, Chairman	"Aye"
Mr. Douglas Orme	"Aye"
Mr. Floyd Wooldridge	"Aye"
(with the reservation that the extra provide complete satisfaction for the Press Box problem)	

In keeping with the authorization from the Athletic Committee, the change order is being processed today.

/s/ M. L. Pennington

MLP:g/jd

Copies to: Mr. C. I. Wall
Mr. Jim Lindsey
Mr. Douglas Orme
Mr. Floyd Wooldridge
Dr. R. C. Goodwin
Dr. J. William Davis
Mr. Nolan E. Barrick
Mr. John G. Taylor
Mr. D. M. McElroy

M. L. Pennington
Vice President and Comptroller

M E M O R A N D U M

From
OFFICE OF THE VICE PRESIDENT
AND COMPTROLLER

To: Dean Lewis N. Jones, Chairman
Campus Traffic Commission

October 16, 1959

At the meeting of the Traffic Commission last Tuesday, we were notified that the contractor wishes to start work on the footings east of the Stadium as soon as he can. As the freshmen cars are parked in the area, we agreed to recommend to the President and the Board of Directors that the dormitory freshmen, who park their cars east of the Stadium, be allowed to park on the dormitory lots on payment of an additional fee of \$1.50, which represents the pro rata part of the \$5.00 fee required for parking in the areas. The freshmen have paid the \$3.00 fee for parking privileges for the fall semester. The records of the Traffic and Parking Service show that there are enough vacancies on the lots to accommodate the cars. The off-campus freshmen would continue to park their cars east of the Stadium and, if there should not be sufficient room, permission will be requested from the City to use a portion of the lot west of the Stadium during the construction. It was agreed that I would clear the question with the President and the Board.

On Wednesday, the recommendation was presented to Dr. Goodwin and, with his approval, to the Chairman of the Board of Directors. Since we need to move as rapidly as possible, Mr. Wall authorized us to make the announcement immediately and start the process rolling without delay. He said that he would clear it with the Board of Directors.

An item will appear in the Agenda for the next meeting of the Board of Directors covering the action. The memorandum is written in confirmation of the telephone call to you recently, in order that it may be on record.

/s/ M. L. Pennington

M. L. Pennington
Vice President and Comptroller

MLP:g/jd

cc: Mr. C. I. Wall
Dr. R. C. Goodwin
Mr. J. Roy Wells
Mr. John G. Taylor
Mr. D. M. McElroy

TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas
Budget for Research Grant, Atomic Energy Commission
United States of America, Oak Ridge, Tennessee
Investigator: Dr. Sylvan J. Kaplan, Department of Psychology
Project: "Effects of Radiation on the Albino Rat"
For the Period, September 1, 1959 through August 31, 1960

Estimated Income: 1959-60

Grant--Modification to Contract No. AT-(40-1)-1982 ----- \$14,332.00

Estimated Income ----- \$14,332.00

Estimated Expenditures: 1959-60

Principal Investigator

Sylvan J. Kaplan ----- \$ 2,300.00(a)

Research Assistants ----- 4,800.00

Clerical Assistant ----- 2,400.00

OASI ----- 270.00

Maintenance, Equipment and Travel ----- 3,500.00

Indirect Cost (Overhead) ----- 1,062.00

Total Estimated Expenditures ----- \$14,332.00

Any deviation from this budget must be approved by the Board of Directors of Texas Technological College. The Principal Investigator shall be responsible for operating this research project within the budget limitations as set forth above.

It shall be the responsibility of the Principal Investigator to maintain records of College Matching Funds used for this grant.

- (a) Contract dated September 1, 1959 through July 11, 1960. Dr. Kaplan is also under contract as Professor and Head, Department of Psychology, at a salary of \$9,600.00 for nine months.

amount of One Thousand Four Hundred Fifty Dollars and no cents (\$1,450.00), for removing common brick facing and concrete haunches from the west face of the south wing of the West Engineering Building and re-laying face brick as specified, as described in the proposal, page A-6 of the specifications, were offered by the Contractor and accepted by the Owner. Alternates number 3 and number 4 were not accepted by the Owner.

STATE OF TEXAS §
 §
COUNTY OF LUBBOCK §

THIS AGREEMENT made the 13th day of October, 1959, by and between the Board of Directors, Texas Technological College, Lubbock, Texas, acting herein by and through C. I. Wall, Amarillo, Potter County, Texas, Chairman of the Board of Directors, hereinafter called the Owner, and Warner Construction Company of San Angelo, Tom Green County, Texas, represented by William B. Warner, an individual, hereinafter called the Contractor.

WITNESSETH, that the Owner and the Contractor for the considerations hereinafter named agree as follows:

ARTICLE 1. SCOPE OF THE WORK: The Contractor shall furnish all the material and equipment and shall perform all the work for the construction of the Architecture-Computer Building on the campus of Texas Technological College, such work to include all phases of the work as covered in the Drawings, Specifications and Addenda listed hereinafter in Article 8, prepared by Haynes & Kirby, Architects-Engineers of Lubbock, Lubbock County, Texas, hereinafter called the Architects, and such work shall be performed in such manner as to receive the complete approval of said Architects and of the Supervising Architect of Texas Technological College.

ARTICLE 2. CONTRACT SUM: The Owner shall pay to the Contractor for the full performance of the contract subject to additions and deductions provided therein, in current funds, the sum of Six Hundred Fifty One Thousand Two Hundred Fifty Dollars and no cents (\$651,250.00).

It is recognized that the Contractor's Base Proposal was Six Hundred Fourteen Thousand Three Hundred Dollars and no cents (\$614,300.00) and that alternate number 1 in the amount of Thirty-Five Thousand Five Hundred Dollars and no cents (\$35,500.00) for the addition to the Computer Section as more fully described on the drawings; and alternate number 2 in the amount of One Thousand Four Hundred Fifty Dollars and no cents (\$1,450.00), for removing common brick facing and concrete haunches from the west face of the south wing of the West Engineering Building and re-laying face brick as specified, as described in the proposal, page A-6 of the specifications, were offered by the Contractor and accepted by the Owner. Alternates number 3 and number 4 were not accepted by the Owner.

ARTICLE 3. COMPLETION OF THE CONTRACT: Work on this contract shall be commenced immediately after the Contractor has been notified in writing by the Owner or Architects and all work shall be completed by August 31, 1960. The Contractor further agrees that the Owner may retain the sum of \$100.00 for each day after August 31, 1960, Sundays and holidays included, that the work remains incomplete, this sum being agreed upon as a proper measure of liquidated damages which the Owner will sustain, per diem, by the failure of the Contractor to complete the work as set forth above.

ARTICLE 4. METHOD OF PAYMENT: There being no default on the part of the Contractor existing, the Owner shall make payments to the Contractor on certificate of the Architect approximately every thirty (30) days, it being understood that payments shall be made upon ninety per cent (90%) of the value of labor and material in the work and materials suitably stored at the site, with the provision that no payment ever shall be made which, in the judgment of the Architect, will leave less than an amount sufficient to complete the work.

ARTICLE 5. COMPLETION AND FINAL PAYMENT: Upon completion of the entire work as certified by the Architects there shall be paid to the Contractor within thirty (30) days the amount necessary to complete payment of the entire amount of the contract sum stipulated in Article 2, together with approved additions and deductions subject to the terms of the Contract and the General Conditions.

Before this final certificate is issued, the Contractor shall submit evidence satisfactory to the Architect showing payment for all labor and material used or furnished for use in the work, whether secured by a lien or not, and whether furnished by the Contractor or Sub-Contractors, and that all obligations of the Contractor under the Contract, Plans, Specifications and General Conditions have been fully performed.

ARTICLE 6. The Contractor shall comply with and conform to all labor laws of the State of Texas and the various acts amendatory and supplementary thereto and to all laws, ordinances, and legal requirements applicable thereto.

ARTICLE 7. BOND: The Contractor shall provide to the Owner a Performance Bond and a Payment Bond from a reputable bonding company in the

full amount of the Contract Sum, payable to the State of Texas, covering the full and faithful performance of the contract and the payments of all obligations arising thereunder.

ARTICLE 8. CONTRACT DOCUMENTS:

1. Instructions to Bidders, General Conditions and Specifications covering all phases of the work, bound together under cover entitled, "Architecture-Computer Building, Texas Technological College, Lubbock, Texas" further identified as Haynes & Kirby's Job Number 667 dated September 12, 1959.
2. Addendum Number 1 to the specifications, dated September 25, 1959, one (1) page, with attached drawing, one (1) sheet, entitled "Addendum Number 1" dated September 25, 1959.
3. Addendum Number 2 to the specifications dated October 1, 1959 two (2) pages.
4. Drawings: Sheets numbers 1 through 27 of 27 dated September 12, 1959 entitled "Architecture-Computer Building for Texas Technological College, Lubbock, Texas".

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

OWNER:

Board of Directors
Texas Technological College

By /s/ C. I. Wall
C. I. Wall, Chairman

ATTEST:

/s/ J. Roy Wells
Secretary

COLLEGE SEAL

CONTRACTOR:

Warner Construction Company

By /s/ William B. Warner
Sole Owner
Title

(A copy of the Performance Bond, the Payment Bond, and the Certificate of Insurance is attached to each official copy of this contract.)

STATE OF TEXAS §
COUNTY OF LUBBOCK §

THIS AGREEMENT made the 29th day of October 1959, by and between Texas Technological College, Lubbock, Texas, acting herein by and through M. L. Pennington, Vice President and Comptroller, Texas Technological College, hereinafter called the OWNER and The Anthony Company, Mechanical Contractors of Lubbock, Lubbock County, Texas, hereinafter called the CONTRACTOR.

WITNESSETH, that the Owner and the Contractor for the considerations hereinafter named agree as follows:

ARTICLE 1. SCOPE OF THE WORK: The Contractor shall furnish all the material and equipment and shall perform all the work for the installation of a Garbage Disposal Drainage System for Gordon Hall and Bledsoe Hall on the campus of the Texas Technological College, such work to include all phases of the work as covered in the Drawings and Specifications listed hereinafter in Article 6, prepared by the Office of the Supervising Architect, Texas Technological College, hereinafter called the ARCHITECT, and such work shall be performed in such manner as to receive the complete approval of said Architect.

ARTICLE 2. CONTRACT SUM: The Owner shall pay to the Contractor for the full performance of the contract subject to additions and deductions provided therein, in current funds the sum of One Thousand Four Hundred Ninety Dollars and no cents (\$1,490.00).

ARTICLE 3. COMPLETION OF THE CONTRACT: Work on this contract shall be commenced immediately after the Contractor has been notified in writing by the Owner and shall be completed within sixty (60) calendar days.

ARTICLE 4. COMPLETION AND FINAL PAYMENT: Upon completion of the entire work as certified by the Architect there shall be paid to the Contractor within thirty (30) days the amount necessary to complete payment of the entire amount of the contract sum stipulated in Article 2, together with approved additions and deductions subject to the terms of the Contract.

Before this final certificate is issued, the Contractor shall submit evidence satisfactory to the Architect showing payment for all labor and material used or furnished for use in the work, whether secured by a lien

or not, and whether furnished by the Contractor or Sub-contractor, and that all obligations of the Contractor under the Contract, Plans, Specifications have been fully performed.

ARTICLE 5. The Contractor shall comply with and conform to all labor laws of the State of Texas and the various acts amendatory and supplementary thereto and to all laws, ordinances and legal requirements applicable thereto.

ARTICLE 6. CONTRACT DOCUMENTS:

1. Specifications - Four pages entitled, Garbage Disposal Drainage System for Gordon Hall and Bledsoe Hall on the campus of Texas Technological College, Lubbock, Texas.
2. Drawings - One sheet dated 20 October 1959 entitled Garbage Disposal Drainage System for Gordon Hall and Bledsoe Hall on the campus of Texas Technological College.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

OWNER
TEXAS TECHNOLOGICAL COLLEGE

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

CONTRACTOR
ANTHONY COMPANY

By /s/ W. R. Anthony

Owner
Title

EQUIPMENT REQUIRED FOR GENERAL CLASSROOMS AND BUSINESS ADMINISTRATION LABS
IN THE NEW CLASSROOM-OFFICE BUILDING

The completion of the new Classroom-Office Building will provide 22 new classrooms. Use for these rooms has been designated as follows: 12 general classrooms, 1 seminar room and 9 Business Administration Laboratories.

There are 11 general classrooms which will be equipped to serve as a Marketing Lab, but in such a manner as to be adaptable to general classroom purposes. The 9 laboratories will be equipped, as far as possible, with equipment moved from the laboratories in the Administration Building. Some of the equipment presently in use is obsolete, some is worn beyond economical repair, and some is not functional for the instructional need. Replacements for the obsolete, worn, and non-functional equipment, plus requirements for additional instruction stations, are submitted in the following equipment list in order to provide for larger classes and more adequate up-to-date instruction.

<u>Item</u>	<u>Quantity</u>	<u>Description of Equipment</u>	<u>Estimated Cost</u>
1	585	Chairs, classroom, with tablet arms, metal frames, wood seats, wood backs and wood tablet arms. Tablet arms to be covered with formica. (These chairs to be used in 11 general classrooms.)	\$5,069.00
2	19	Tables, wood with light finish. Tops to be covered with formica, 30" x 48" and table to be 30" high. (To be used by: Accounting - 4, Business Education - 1, Marketing - 2, general classrooms - 12.)	570.00
3	19	Lectern, wood construction with light oak finish to be furnished by the Building Maintenance Department of Texas Technological College. (To be used by: Accounting - 4, Business Education - 2, Marketing - 1, general classrooms - 12.)	228.00
4	19	Chair, straight back with no arms, light finish, saddle seat. (To be used by: Accounting - 4, Business Education - 1, Marketing - 2, general classrooms - 12.)	228.00
5	131	Chairs, metal, classroom, with no arms, seats to be of wood with light finish. (To be used by: Accounting - 91, Business Education - 12, Marketing - 28.)	1,965.00
6	5	Projector, for projecting transparencies onto a screen. Unit to be comparable to Vu-graphs-Master Model 6600. (To be used by: Accounting - 4, Economics and Finance - 1.)	1,530.00
7	9	Screen, motion picture, permanent wall projection, 84" x 84". Comparable to Radiant Model WED Wall-master. (To be used by: Accounting - 3, Economics and Finance - 3, Business Education - 1, Marketing - 2.)	585.00

<u>Item</u>	<u>Quantity</u>	<u>Description of Equipment</u>	<u>Estimated Cost</u>
8	11	Blinds or curtains to provide enough darkness for projecting of film or pictures on motion picture screen. (To be used by: Accounting - 4, Economics and Finance - 3, Business Education - 2, Marketing - 2.)	\$ 550.00

ACCOUNTING REQUIREMENTS

9	84	Tables, 3' x 2' (30" high) as made by the American Seating Company, Farlite line, to have metal legs, wood tops with light wood finish, formica covered.	1,176.00
10	3	File cabinets, letter size, 5 drawer, grey with locks.	195.00
11	11	Adding Machines, 10 key electric adding machines with credit balances, as made by Remington Rand.	3,267.00
12	5	Tables, 46" x 23" tops, to be made by the Building Maintenance Department of Texas Technological College to match the tables existing in Room No. Ad. 271.	140.00

MANAGEMENT, ECONOMICS AND FINANCE REQUIREMENTS

13	1	Projector, 16 m.m. sound film projector as made by Bell and Howell	425.00
14	1	Film Cabinet, all purpose film cabinet as made by or equal to Neumade, Model MM-170-SF.	429.00
15	1	Projector, sound-film-strip projector as made by or equal to Dukane Automatic.	200.00
16	1	Recorder, sound tape.	175.00
17	1	Projector, slide, as made by or equal to Eastman Automatic.	130.00

EQUIPMENT FOR BUSINESS EDUCATION

18	10	Desks, calculating, 23" x 38 $\frac{1}{2}$ ", recessed on the right side, to be built by the Building Maintenance Department of Texas Technological College, to match calculating desks presently in Room No. Ad. 368.	280.00
19	40	Desks, Typewriting, recessed left side, with supply rack, 30" x 45". Ten to have 28" writing surface height and 25" recession surface height, 20 to have 29" writing surface height and 26" recession height, 10 to have 30" writing surface height and 27" recession height.	1,200.00
20	2	Desks, light wood birch or oak, single pedestal, 20 $\frac{1}{2}$ " x 37 $\frac{1}{2}$ ", (30" high), 3 drawers with lock, top to be formica covered.	110.00
21	7	Desks, typewriter, wood, 20 $\frac{1}{2}$ " x 37 $\frac{1}{2}$ ", to be made by Building Maintenance Department of Texas Technological College, to match typewriter desks presently in use in Room No. Ad. 372.	196.00
22	86	Electrification devices to provide in series hook-up for laboratory desks and two tables. Devices to be supplied by the Building Maintenance Department of Texas Technological College.	344.00

<u>Item</u>	<u>Quantity</u>	<u>Description of Equipment</u>	<u>Estimated Cost</u>
23	4	Clocks, wall type, electric, with sweep-second hand, 12" face.	\$ 56.00
24	1	Typewriter stand, demonstration, 44" high, equal to Adjusto Equipment Company, Model 2244	52.00
25	2	Dictating-transcribing combination units, Stenorette or equal, with foot pedal and ear piece.	440.00

MARKETING DEPARTMENT

26	20	Calculators, fully automatic, having features equivalent to the Monroe Model, 6N-162.	14,500.00
27	35	Tables, 24" x 36", made of oak with light finish. Table tops are to be of laminated plastic, no drawers, must be sturdy, each table to have electrical socket for power supply for electrical calculator. Table top to be 28" or 30" above the floor.	875.00
28	1	Display board, five swinging boards, approximately 24" x 36", with a common hinge giving 10 exposed sides. Posting surface to be cork and frame to be metal.	85.00
29	28	Professional drawing tables, raises, lowers, and and is adjustable to all angles from a horizontal to vertical position, clear kiln dried hardwood finished oak base, well seasoned soft wood top, 23" x 31". Author Brown and Company, Inc's Model No. 8605A or equal.	1,078.00
30	1	Opaque Projector, Vu-Lyte II Opaque Projector, with 1,000 watt bulb, 10" x 10" opening to take a full 8" x 11" page, vertically or horizontally with pointex projection, equal to Author Brown and Company's Model No. 8460E, 26" focus, 5" lens.	325.00

SEMINAR ROOM

31	18	Chairs, straight, with arms, walnut or dark wood finish.	342.00
32	1	Table, round conference, as per attached drawing.	<u>800.00</u>
Subtotal -----			<u>\$37,545.00</u>

ADDITIONAL ITEMS

33	1	Storage and Shelving for Dr. Rouse's office.	\$ 200.00
34	1	Storage space in Room 240 for Marketing	1,750.00
35	1	Refinish approximately 35 typing tables	<u>125.00</u>
Subtotal -----			<u>\$ 2,075.00</u>
Total -----			<u>\$39,620.00</u>

EQUIPMENT REQUESTED FOR OFFICES, RECEPTION ROOMS, AND STAFF CONFERENCE ROOMS
FOR GENERAL OFFICES AND BUSINESS ADMINISTRATION OFFICES
IN THE NEW CLASSROOM-OFFICE BUILDING

The completion of the Classroom-Office Building will provide 57 single offices along the corridor of the 3 floors and 3 suites of offices in the tower area. Within the 3 suites are 15 office spaces, 2 conference rooms and 3 reception rooms.

These facilities are to be equipped with new furniture throughout, allowing, of course, for the moving of file cabinets, typewriters, and dictating equipment from offices in the Administration Building.

The requested equipment will provide adequate furniture in each office and in some cases permit the use of items moved from the Administration Building where lack of space had not permitted this utilization. It has been necessary to request some items, such as typewriters and dictating equipment, in order that they may be available, whereas crowded office conditions in the Administration Building necessitated the use of the same equipment by two or more people officing in the same room.

<u>Item</u>	<u>Quantity</u>	<u>Description of Equipment</u>	<u>Estimated Cost</u>
1	71	Desks, 60" x 36" or 60" x 34", double pedestal, walnut finish, formica covered tops, with modesty panel, with file drawer on full-extension progression arm in one pedestal, pedestal legs to be of black metal and mounted under the pedestals rather than the H frame, to be equipped with center drawer and writing board.	\$9,230.00
2	13	Tables, work, 60" x 36", with 1 drawer, tables to go with above described desk.	1,300.00
3	72	Chairs, swivel, contemporary bank of England style, with rubber casters, chairs to be compatible with above desk.	2,880.00
4	76	Chairs, side chairs, without arms, wood finish to be compatible with above desk.	912.00
5	32	Typewriter stands, metal construction, with color to go with above furniture as closely as possible, stand to have heel and toe stabilizer control, stand to be mounted on casters.	480.00
6	15	File cabinets, letter size, 4 drawer, grey, with locks.	975.00
7	6	File cabinets, letter size, 5 drawer, grey, with locks.	450.00
8	6	Dictating machines, Stenorette or equal.	1,200.00
9	5	Secretarial desk, 59" x 30", double pedestal, with typewriter extensions, desk to be walnut finish, desk top to be Formica covered, to match the above furniture.	625.00

<u>Item</u>	<u>Quantity</u>	<u>Description of Equipment</u>	<u>Estimated Cost</u>
10	2	Typewriter, electric, 13" carriage	\$ 700.00
11	9	Typewriter, manual, 13" carriage, Royal or equal.	2,115.00
12	5	Chairs, posture, with foam rubber upholstered adjustable back. Similar to Jasper Seating Company Model No. 47.	150.00
13	1	Duplicator, fluid type, as manufactured by Ditto, with portable stand.	250.00
14	1	Desk, 48" x 36", single pedestal, walnut finish, desk top to be Formica covered; to match desk and tables described above.	100.00
15	2	Table, 70" x 30", conference table with walnut finish, Formica covered top; to be compatible with furniture described above.	200.00
16	13	File cabinets, three drawer, grey, without locks, letter size.	585.00
17	104	Chairs, straight side, with arms, with saddle seats, walnut finish; to be compatible with furniture described above.	1,976.00
18	68	Tables, 16" x 32" or 18" x 36", 28" high, walnut finish; to be compatible with furniture described above.	1,020.00
19	1	Counter top to cover 13 three drawer file cabinets; counter top to be approximately 20' long and 3 drawer file cabinet height.	500.00
20	1	Safe, floor model, old style, approximately 2' x 3' x 30"; safe to be on rollers. A used model is preferred because of the initial cost. Safes which can be bought at the estimated cost shown are out of style and are not serviceable as far as safekeeping of valuables is concerned, but will do an adequate job for the storing of exam papers.	50.00
Total -----			<u>\$25,698.00</u>
21	7	Desks, 60" x 36" with reversible pedestals; desks to be walnut finish, Formica top, pedestals to face in opposite directions so that a person can be seated at each side of the desk and have one pedestal available to each. This is an alternate proposal for 7 units of Item No. 1.	\$ 180.00
22	5	Secretarial desk, with platform, fixed to one side, walnut finish, desk to be 58 $\frac{1}{2}$ " x 30 $\frac{1}{2}$ " approximately, side pedestal to be 18" x 36" approximately. Top of desk and platform to be Formica covered. Pedestal legs to be steel mounted under the pedestal, one pedestal with box drawer, one file drawer; file drawer to be full progressive extension slide, side typewriter pedestal to have open form storage and 2 box drawers, with metal leg supports underneath. Desk to be equipped with modesty panels. (This is an alternate for Item No. 8)	275.00