

TEXAS TECHNOLOGICAL COLLEGE
LUBBOCK, TEXAS
MINUTES OF BOARD OF DIRECTORS MEETING
1955-1956

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BOARD OF DIRECTORS MEETING
NOVEMBER 5, 1955

Lubbock, Texas
November 5, 1955

The Board of Directors of Texas Technological College met in the Office of the President, Lubbock, Texas, at 9:00 A.M., Saturday, November 5, 1955. The following Directors were present: Chairman Thompson, Vice Chairman Benson, Abbott, Moore, Watkins, Haley and Orme. In addition, President Jones, Vice President Giesecke, Vice President and Comptroller Pennington and Secretary Wells were present.

363. Upon motion made by Mr. Moore, seconded by Mr. Abbott, the Board voted to meet in 1956 on the Friday afternoon, preceding Homecoming on Saturday. The Homecoming date for 1956 will be Saturday, November 3.

364. Mr. Thompson read a letter written by Dr. W. B. Gates, Dean of the Graduate School, expressing appreciation for the "gracious recognition of the members of the first faculty of the College at the highly enjoyable dinner last evening." (The quote is an excerpt from a letter dated November 5, 1955).

365. Upon motion made by Mr. Watkins, seconded by Mr. Abbott, the Board approved the Minutes of the Board Meeting of September 17, 1955.

366. President Jones presented the Agenda under date of October 22, 1955 (Items Nos. 152 through 362) and recommended its approval. Upon motion made by Mr. Abbott, seconded by Mr. Moore, the Board approved the Agenda as submitted. A copy of the approved Agenda is attached and made a part of these Minutes. Attachment No. 1.

367. Upon motion made by Mr. Moore, seconded by Mr. Orme, the Board approved the Small Class Report, as of the 12th Class Day, September 29, 1955. A copy of the Report is attached and made a part of these Minutes. Attachment No. 4.

368. President Jones called attention to the items given below:

The Board of Directors approved, by Item No. 616, Board Minutes of December 11, 1954, giving special emphasis and recognition to the 30th Commencement; and approved conferring up to five honorary degrees at the 1956 spring Commencement and the conferring of no honorary degrees at the 1955 Commencement. On November 7, 1953, by Item No. 458, the Board approved a policy to be followed when selecting individuals for Honorary Degrees. This statement is given below for informational purposes:

HONORARY DEGREES - "The College faculty and staff may suggest Candidates for Honorary Degrees to the Faculty Advisory Committee, who will transmit these suggestions with their own comments, to the President. Members of the Board of Directors may suggest Candidates directly to the President. The President will meet with the Council of Deans and the Graduate Council in joint session in order to select those Candidates who are to be recommended to the Board. Criteria of personal excellence and advantage to the College will be developed through experience.

"No more than two (2) Honorary Degrees may be awarded at any one Commencement Exercise.

"All recommendations are to be made in writing and are to include a statement of the Candidates' personal qualifications and of the advantages to accrue to the College."

The Board members were invited to suggest Candidates for this high honor in keeping with the policy adopted by the Board. All nominations should be sent to the President on or before December 1, 1955. The final list of Candidates will be submitted to the Board on February 11, 1956 for Board approval.

369. Upon motion made by Mr. Moore, seconded by Mr. Orme, the Board approved changing the name of each of the five undergraduate academic units from "Division" to "School" effective September 1, 1956. A copy of a letter from Vice President G. E. Giesecke in support of the change is attached and made a part of these Minutes. Attachment No. 5.

370. President Jones presented for the consideration of the Board, the Recommendations of the Coordinating Committee Representing the College and Foundation Boards.

The Board suggested the following changes in the original document:

- (1) Page 2, line 3, insert the word "Foundation" between from and available. The change would read . . . from Foundation available funds; . . .
- (2) Page 2, FUNCTIONS OF THE FOUNDATION BOARD OF DIRECTORS, change line 34 from (1) "Receiving all gifts to the College, of whatever nature" to (1) "Receiving gifts for the College."
- (3) Change lines 35, 36 and 37 from (2) "Directing the investment of gifts or accrued funds, if, in their discretion, such investment is desirable, or if directed to do so by the donor" to (2) "Advising with the Board of Directors of the College in the investment of gifts or accrued funds, when such investment seems desirable, or when the College is directed to do so by the donor."
- (4) Page 3, line 1 from (3) "Directing the management of properties given to the College" to (3) "Directing the management of such properties given to the College as may be intrusted to the Foundation for that purpose by the College Board."

Upon motion made by Mr. Haley, seconded by Mr. Moore, the Board requested that the Recommendations of the Coordinating Committee Representing the College and Foundation Boards be returned to that Committee, and authorized the special Committee of the Board (Mr. Watkins and Mr. Benson) to represent the College Board in a restudy of the recommendations of the Coordinating Committee and to bring a revised report back to the College Board for their consideration and approval. Copies of the Recommendations are attached and made a part of these Minutes. Attachments Nos. 2 and 2A.

371. Upon motion made by Mr. Haley, seconded by Mr. Abbott, the Board accepted the low bid of the Lively Electric Company, Borger, Texas, for the Extension of the Electrical Distribution System, which included a base bid of \$83,400.00 and Alternate No. 2 for an additional amount of \$4,750.00, making a total of \$88,150.00; the payments to be made from the special appropriation in House Bill No. 140, 54th Legislature, for major repairs and rehabilitation of buildings and facilities in the amount of \$85,000.00, \$4,000.00 of which was incumbered for Architectural and Engineering Services by Item No. 1669, Board Minutes of August 20, 1955; the proportionate share of the contract price in the amount of \$5,000.00 to be paid from Dormitory Funds; and the remainder in the amount of \$2,150.00 from the Unappropriated Balance; and authorized the Chairman to sign a contract in keeping with the plans and specifications prepared by Pfeiffer and Schwegmann, Dallas, Architects and Engineers, with the Lively Electrical Company for the Board. A tabulation of the bids is attached and made a part of these Minutes. Attachment No. 8.

At 10:04 A.M., Chairman Thompson called for the opening of the bids for the Extension of the Electrical System, which were opened and read aloud by M. L. Pennington, Vice President and Comptroller, and tabulated by J. Roy Wells, Secretary of the Board.

372. Upon motion made by Mr. Watkins, seconded by Mr. Haley, the Board requested President Jones to ask the Attorney General of Texas for an opinion on the following question: "Can Texas Technological College legally finance and construct the proposed Unit-Type Housing for Fraternities?"

373. Upon motion made by Mr. Watkins, seconded by Mr. Haley, the Board voted to grant The Interfraternity Council permission to have three representatives of The Interfraternity Council present at the Board meeting on Saturday morning, December 10, 1955, during the discussion on the Unit-Type Housing for Fraternities and authorize the Secretary to write a letter to the President of the Interfraternity Council and inform him of the action of the Board. A copy of the letter from Mr. Bob Beckham, President of the Interfraternity Council is attached and made a part of these Minutes. Attachment No. 10.

374. The following information is being included in these Minutes for record purposes:

The Council of Presidents of State Supported Colleges and Universities, in session on August 26, 1955, at Austin, Texas, authorized the President of the Council, Dr. J. C. Matthews, President of North Texas State College, to appoint a Committee from the Council to work with the Composite Committee from the various Governing Boards on promoting the proposed Teachers' Retirement

Dr. Matthews appointed the following Committee: Chancellor Harrington, President Wilson, President Jones, President Flowers and President McDonald.

Chairman Thompson appointed Mr. Douglas Orme to serve on the Committee on Teachers' Retirement.

375. The following information is being included in these Minutes for record purposes:

The Council of Presidents of State Supported Colleges and Universities, in session on August 26, 1955, at Austin, Texas, authorized the President of the Council, Dr. J. C. Matthews, President of North Texas State College, to appoint a Committee from the Council to work with the Composite Committee from the various Governing Boards on promoting the proposed Constitutional Building Amendment which was promoted chiefly by The University of Texas and Texas A & M College, but agreed to by the other State Supported Institutions.

Dr. Matthews appointed the following Committee: Chancellor Harrington, President Wilson, President Jones, President Flowers and President McDonald.

Chairman Thompson appointed Mr. Fred H. Moore to serve on this State level Committee.

376. Upon motion made by Mr. Orme, seconded by Mr. Watkins, the Board authorized an expenditure of an amount up to \$100,000.00 during the fiscal year, 1955-56, over the present adjusted budgeted appropriation in the amount of \$1,620,207.49 for teaching salaries, and an additional \$150,000.00 for the fiscal year, 1956-57, over the adjusted budgeted appropriation for teaching salaries for the fiscal year, 1955-56, to strengthen the faculty, both in quality and quantity. A revised estimate of the financial status for the fiscal year, 1955-56, is attached and made a part of these Minutes. Attachment No. 6.

377. Upon motion made by Mr. Moore, seconded by Mr. Abbott, the Board approved the following recommendation made by President Jones and Vice President and Comptroller Pennington:

"That Amarillo College be allowed the use of sufficient land at PanTech Farms to use the Administration Building, Cafeteria Building, and the two barracks in Zone 1 for an on-site Vocational Training Center, subject to a detailed operational plan to be prepared by Amarillo College and satisfactory to both the Department of Health, Education, and

Welfare and Texas Tech, and a contract for use of the land suitable to Texas Tech. It would be necessary for Amarillo College to fence off the assigned area and interfere in no way with the operation of Texas Tech. The consideration of \$1.00 and other valuable considerations is recommended, subject to permission of the Department of Health, Education, and Welfare. The length of time and other operational details could be worked out in the contract.

"The four buildings have been declared surplus to the needs of Texas Tech under the Triparty Agreement, and the Department of Health, Education, and Welfare has the responsibility of disposing of the buildings with assistance from Texas Tech. The buildings are almost worthless if removed, but Amarillo College firmly believes that the buildings can be rehabilitated satisfactorily for a Vocational Training Center. Such use would be an ideal solution to the use of the buildings as it would be precisely in keeping with the original grant for Public Benefit purposes."

It was the consensus of the Board that the contract period should not go beyond the date when Texas Technological College will receive full title to the PanTech properties.

378. President Jones reported to the Board that Texas Technological College had filed an application with the Federal Communication Commission, Washington, D.C., for Channel 5 - VHF-TV, for educational use by Texas Technological College and that all the expenses involved in filing such application were being paid for by a local business firm. The Board authorized the President to proceed with plans for securing Channel 5 for Texas Technological College but that any plan for a TV installation be presented to the Board for approval before obligating the College in any way.

379. Upon motion made by Mr. Abbott, seconded by Mr. Watkins, the Board accepted a combined bid from W. G. McMillan and Son, Lubbock, Texas, in the amount of \$6,550.00 for the Extension of Utility Tunnel and Service Lines to the Len and Harriett McClellan Memorial Infirmary and authorized the Chairman to sign a contract in keeping with the plans and specifications prepared by Mr. Nolan E. Barrick, Supervising Architect for the College, with W. G. McMillan and Son for the Board. This is to be paid from the proceeds from the sale of Building Fund Notes dated February 25, 1955, in amount of \$300,000.00, for a new Infirmary. A tabulation of the bids is attached and made a part of these Minutes. Attachment No. 9.

The bids were opened publicly at 9:00 A.M., by Vice President and Comptroller Pennington and read aloud and tabulated by Mr. Nolan E. Barrick, Supervising Architect.

380. Chairman Thompson reported that he had received a letter from Mr. Ralph Logan, San Angelo, Texas, concerning the status of the Guinn Estate. A copy of the letter is attached and made a part of these Minutes for record purposes. Attachment No. 7.

381. President Jones gave a brief informational report on the findings of the Committee from the Southern Association for Secondary Schools and Colleges concerning Graduate work at Texas Technological College.

382. The Board delayed, at the request of President Jones, consideration of Item No. 4, under Other Matters for Consideration, which involved a payment to The University of Texas, Austin, Texas, under the terms of the Inter-agency Contract Number HB 312-93 between The University of Texas and Texas Technological College and approved by the State Board of Control on September 27, 1955, until the December 10, 1955, Board meeting.

The Board adjourned at 11:50 A.M., until the next regular meeting on Saturday, December 10, 1955, to be held at 9:30 A.M., in the Office of the President, Texas Technological College, Lubbock, Texas.

Attachments:

1. The Agenda, Item No. 366.
2. Recommendations of the Coordinating Committee Representing the College and Foundation Board, (Original Draft from Committee), Item No. 370.
- 2A. Recommendations of the Coordinating Committee representing the College and Foundation Board, with the changes recommended by the College Board on November 5, 1955, Item No. 370.
3. Contract - Texas Technological College and Herbert Brasher and Associates for Architectural and Engineering Service on the New Gymnasium, Item No. 305.
4. Small Class Report for the Fall Semester, as of the 12th Class Day, September 29, 1955, Item No. 367.
5. Letter from Dr. G. E. Giesecke, Re: Change name from "Division" to "School," Item No. 369.
6. Revised Estimates of Education and General Funds for the fiscal year, 1955-56, Item No. 376.
7. Letter from Mr. Ralph Logan, Re: The Guinn Estate, Item No. 380.
8. Bid Tabulation for Extension of the Electrical Distribution System, Item No. 371.
9. Bid Tabulation for Extension of Utility Tunnel and Service Lines to the Len and Harriett McClellan Memorial Infirmary, Item No. 379.
10. Letter to Chairman Charles C. Thompson, from Mr. Bob Beckham, President of The Interfraternity Council, Texas Technological College, Item No. 373.

TEXAS TECHNOLOGICAL COLLEGE
LUBBOCK, TEXAS

October 22, 1955

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, November 5, 1955:

RECOMMENDED ACTIONS

Office of the President

152. Cancel Item No. 16, Board Minutes of September 17, 1955, employing Mrs. Eleanor Gladys Decker as Secretary in the Office of the President.

153. Employ Mrs. Beverlee Arnold Schiavoni as Secretary in the Office of the President, effective October 1, 1955 through August 31, 1956, at an annual salary rate of \$3,000.00, vice Mrs. Eleanor Gladys Decker, resigned. (Budgeted salary, \$3,000.00 for 12 months).

154. Lapse the unencumbered balance in the amount of \$250.00 from the budgeted appropriation for Secretary in the Office of the President. (This will be used to pay part-time help during the month of September).

155. Appropriate from the Unappropriated Balance, the sum of \$250.00 to the Student Assistants and/or Part-time Help Account in the Office of the President.

Vice President and Comptroller (Office of the Auditor)

156. Accept the resignation of Mr. E. D. Walker as Auditor, at an annual salary rate of \$9,500.00, effective at the close of the day, November 30, 1955, and authorize the Secretary to write a letter of appreciation for the Board to Mr. Walker, expressing its appreciation for the efficient way in which he has administered the duties of the Auditor's Office and wish for him success in his new assignment as Business Manager of The University of Texas Medical Branch at Galveston, Texas.

Vice President and Comptroller (Purchasing Office)

157. Revise the contract of Mrs. Julia S. Harvey from "Assistant Telephone Operator (Half-time) in General Services at an annual budgeted salary of \$1,200.00 and File Clerk (Half-time) in the Office of the Purchasing Agent at an annual budgeted salary of \$1,200.00" to "Chief Telephone Operator in General Services, effective October 1, 1955, at an annual salary of \$2,500.00 vice Mrs. Alice M. Aufill (Barkley) resigned. (Budgeted salary, \$2,700.00 for 12 months).

158. Employ Mrs. Madelyn M. Simmons as Assistant Telephone Operator (Half-time) in General Services at an annual salary of \$1,050.00 (Budgeted salary, \$1,200.00), and File Clerk (Half-time) in the Office of the Purchasing Agent at an annual salary of \$1,050.00 (Budgeted salary, \$1,200.00), effective October 1, 1955, vice Mrs. Julia S. Harvey, promoted.

159. Lapse the unencumbered balance in the amount of \$127.50 from the budgeted appropriation for File Clerk (Half-time) in the Office of the Purchasing Agent.

Office of the Registrar

160. Revise the contract for Mr. Warren G. Harding, Assistant Registrar and Part-time Instructor in Mathematics from "a salary of \$6,000.00" to "a salary of \$6,400.00;" \$5,200.00 to be paid from the Budget for the Office of the Registrar and \$1,200.00 to be paid from the Budget for the Department of Mathematics; teaching salary, \$800.00 for the fall semester and \$400.00 for the spring semester. Mr. Harding's teaching load for the fall semester has been increased by one class. (Budgeted salary, \$6,000.00 for 12 months)

Student Health Service

161. Revise the contract of Dr. Frederick Paul Kallina, College Physician, from "a salary of \$9,000.00 for 11 months" to "a salary of \$9,818.18 for 12 months" for the 1955-56 fiscal year. (Budgeted salary, \$9,000.00 for 11 months).

Vice President and Comptroller (General Services)

162. Accept the resignation of Mrs. Alice M. Aufill (Barkley) as Chief Telephone Operator in General Services, at a salary rate of \$2,700.00 for 12 months, effective at the close of the day, September 30, 1955. (Budgeted salary, \$2,700.00 for 12 months).

163. Revise the contract of Mrs. Julia S. Harvey from "Assistant Telephone Operator (Half-time) in General Services at an annual budgeted salary of \$1,200.00 and File Clerk (Half-time) in the Office of the Purchasing Agent at an annual budgeted salary of \$1,200.00" to "Chief Telephone Operator in General Services effective October 1, 1955, at an annual salary of \$2,500.00 vice Mrs. Alice M. Aufill (Barkley) resigned. (Budgeted salary, \$2,700.00 for 12 months).

164. Lapse the unencumbered balance in the amount of \$183.33 from the budgeted appropriation for Chief Telephone Operator.

165. Employ Mrs. Madelyn M. Simmons as Assistant Telephone Operator (Half-time) in General Services at an annual salary of \$1,050.00 (Budgeted salary, \$1,200.00), and File Clerk (Half-time) in the Office of the Purchasing Agent at an annual salary of \$1,050.00 (budgeted salary, \$1,200.00), effective October 1, 1955 through August 31, 1956, vice Mrs. Julia S. Harvey, promoted.

166. Lapse the unencumbered balance in the amount of \$137.50 from the budgeted appropriation for Assistant Telephone Operator (Half-time) in General Services.

167. Accept the resignation of Mrs. Marie S. Carter as Clerk-Typist in General Services (Alumni Affairs), at a salary rate of \$2,400.00 for 12 months, effective at the close of the day, September 30, 1955. (Budgeted salary, \$2,520.00 for 12 months).

168. Employ Mrs. Freddye Carnes as Clerk-Typist in General Services (Alumni Affairs), effective October 4, 1955 through August 31, 1956, at an annual salary rate of \$2,520.00, vice Mrs. Marie S. Carter, resigned. (Budgeted salary, \$2,520.00 for 12 months).

169. Lapse the unencumbered balance in the amount of \$26.15 from the budgeted appropriation for Clerks-Typists (2) in General Services.

Office of Development

170. Employ Mrs. Patsy Lou Rose as Secretary in the Office of Development, effective September 12, 1955 through August 31, 1956, at an annual salary rate of \$2,880.00, vice Mrs. Mary Atkinson, resigned. (Budgeted salary, \$3,120.00 for 12 months).

171. Lapse the unencumbered balance in the amount of \$323.08 from the budgeted appropriation for Secretary in the Office of Development.

Lectures, Clinics and Conferences

172. Approve an honorarium in the amount of \$30.00 to Miss Louise Evans, Amarillo Globe-News, Amarillo, Texas, for her services in the Department of Journalism on November 18 and 19, 1955. (This is to be paid from the budgeted appropriation for Lectures, Clinics and Conferences).

Agricultural Economics

173. Lapse the sum of \$325.00 from the budgeted appropriation for Student Assistants in the Department of Agricultural Economics.

174. Employ Mrs. Mary Sue Allen as a Part-time Secretary in the Department of Agricultural Economics, effective September 15, 1955 through August 31, 1956, at an annual salary rate of \$1,200.00 for half-time. (New position).

Agricultural Engineering

175. Employ Mrs. Virginia A. McCoy as a Part-time Secretary in the Department of Agricultural Engineering, effective September 1, 1955 through August 31, 1956, at an annual salary of \$1,260.00, vice Mrs. Ruth Scott, resigned. (Budgeted salary, \$1,260.00 for 12 months).

176. Appropriate from the Unappropriated Balance, the sum of \$300.00 to the Maintenance, Equipment and Travel Account in the Department of Agricultural Engineering.

Agronomy

177. Employ Mr. Fred Truman McCraw as Nursery Foreman in the Department of Agronomy and Agronomy Farm, effective October 1, 1955 through August 31, 1956, at an annual salary rate of \$2,200.00, plus house and utilities, vice Mr. Issac Lee Baugh, resigned. (Budgeted salary, \$1,160.00, Department of Agronomy, and \$1,160.00, Agronomy Farm).

178. Lapse the unencumbered balance in the amount of \$151.67 from the budgeted position for Nursery Foreman, Department of Agronomy.

Horticulture and Park Management

179. Cancel Item No. 5, Board Minutes of September 17, 1955, to lapse the sum of \$53.34 from the budgeted appropriation in the amount of \$53.34 from the Maintenance, Equipment and Travel Account in the Department of Horticulture and Park Management (1954-55 Budget).

180. Appropriate from the Unappropriated Balance, the sum of \$320.00 to the Student Assistants Account in the Department of Horticulture and Park Management. (This will be used to employ two laboratory assistants for the fall semester to assist with the large enrollment in laboratory courses).

Biology

181. Appoint Mrs. Polly Imogene Tilton as Instructor in Biology (Temporary), effective September 16, 1955 through June 15, 1956, at a salary rate of \$3,600.00 for 9 months. (Budgeted salary, \$3,300.00 for 9 months).

182. Appropriate from the Unappropriated Balance, the sum of \$654.63 to the Maintenance, Equipment and Travel Account in the Department of Biology. This represents the free balance in the Maintenance, Equipment and Travel Account in this Department on August 31, 1955.

Chemistry and Chemical Engineering

183. Cancel Item No. 54, Board Minutes of September 17, 1955 appointing Miss Sally Eugenia Cauthen as a Part-time Instructor in the Department of Chemistry at a salary of \$1,200.00 for 9 months.

184. Appoint Mr. Ernest A. Wossum, Jr., as a Part-time Instructor in Chemistry, effective September 16, 1955 to June 15, 1956, at a salary rate of \$1,200.00 for 9 months. (Budgeted salary adjusted, \$1,200.00 for 9 months).

185. Appoint Mrs. Anne Salman McIlroy as a Part-time Instructor in Chemistry, effective September 22, 1955 through January 31, 1956, at a salary of \$646.00 for the period. (New Position).

186. Grant Mrs. Helen Marie Braden, Secretary in the Department of Chemistry and Chemical Engineering, leave without pay, effective at the close of the day, September 14, 1955 through November 15, 1955. (Budgeted salary, \$2,400.00 for 12 months).

187. Employ Miss Ann Christine Hintz as a Secretary (Temporary) in the Department of Chemistry and Chemical Engineering, effective September 15, 1955 through November 15, 1955, at a salary rate of \$200.00 per month, vice Mrs. Helen Braden, on leave without pay. (Budgeted salary, \$2,400.00 for 12 months).

188. Employ Mr. Robert Leonidas Snell as a Research Assistant (Part-time) under the terms of the Robert A. Welch Foundation Grant, Account No. 1348, effective September 16, 1955 through August 31, 1956, at an annual salary rate of \$2,400.00. (Salary to be paid from Grant, Account No. 1348).

Chemistry and Chemical Engineering

189. Grant Dr. Henry J. Shine, Assistant Professor of Chemistry, permission to do consulting work while serving on the staff of Texas Technological College. Dr. Shine will receive the standard fee for such professional services. This work will not interfere in any way with his duties at the College. Dr. Shine is not soliciting such work nor is he actively engaged in competition with local concerns.

Education

190. Appoint Mr. James Rankin Gammill as a Part-time Instructor in Education, at a salary rate of \$1,850.00, effective September 16, 1955 through June 15, 1956.

191. Appoint Mr. William A. Miller, Jr., as a Part-time Instructor in Education, at a salary rate of \$1,500.00, effective September 16, 1955 through June 15, 1956.

192. Employ Mrs. Willieanna Hartsell as Secretary-Cataloguer (Curriculum Laboratory) Department of Education, effective September 1, 1955 through August 31, 1956, at an annual salary of \$2,600.00. (Budgeted salary, \$2,600.00 for 12 months).

193. Lapse the sum of \$225.00 from the budgeted appropriation for Student Assistants and Part-time Help in the Department of Education. (Budgeted salary, \$350.00 for 9 months).

194. Lapse the sum of \$335.58 from the Maintenance, Equipment and Travel Account in the Department of Education.

195. Employ Miss Patsy Kathleen Burden as Part-time Secretary in the Department of Education, effective September 12, 1955 through May 31, 1956, at a salary rate of \$120.00 per month.

English

196. Grant Mr. Donald Van Dale Murphy, Associate Professor of English, a leave of absence, without pay, for the 1955 fall semester, September 16, 1955 to February 1, 1956. (Budgeted salary, \$4,700.00 for 9 months).

197. Lapse the unencumbered balance in the amount of \$2,350.00 from the budgeted appropriation for Associate Professor of English (Mr. Murphy). (Budgeted salary, \$4,700.00 for 9 months).

198. Appoint Miss Katharine Lackey as Instructor in English (Temporary), effective September 16, 1955 through June 15, 1956, at a salary rate of \$3,800.00 for 9 months.

199. Appoint Mrs. Irna Marshall Norvell as Instructor in English (Temporary), effective September 16, 1955 through June 15, 1956, at a salary of \$3,300.00 for 9 months, vice Miss Laura Bernice Barker, resigned. (Budgeted salary, \$3,200.00 for 9 months).

200. Lapse the unencumbered balance in the amount of \$1,200.00 appropriated for a Part-time Instructor in English. (Budgeted salary, \$1,200.00).

201. Appoint Mrs. Alice Murle Phillips as a Part-time Instructor in English (Temporary), effective September 16, 1955 through June 15, 1956, at a salary of \$1,600.00. (To be paid from funds lapsed for an Associate Professor).

202. Reivse the contract for Miss Jane Gilmore, Part-time Instructor in English, from "Part-time at a salary rate of \$750.00" to "Full-time at a salary of \$1,600.00" for the fall semester, with no change in the contract for the spring semester. Miss Gilmore's teaching time has been increased from "four-tenths" to "full-time" for the 1955 fall semester. (Budgeted salary, \$1,500.00 for 9 months).

203. Accept the resignation of Mrs. Mittie Pearl Thompson as Part-time Secretary in the Department of English, at a salary rate of \$1,350.00 for 12 months, effective at the close of the day, September 8, 1955. (Budgeted salary, \$1,200.00 for 12 months).

English

204. Employ Mrs. Leanne Juvenal as a Part-time Secretary for the Department of English, effective September 17, 1955 through August 31, 1956, at a salary rate of \$1,250.00 for one-half time for 12 months. (Budgeted salary, \$1,350.00 for one-half time for 12 months).

Foreign Languages

205. Appoint Mrs. Margaret James as a Part-time Instructor in Foreign Languages, effective September 16, 1955 through January 31, 1956, at a salary rate of \$850.00 for $4\frac{1}{2}$ months. (New Position).

Geology

206. Accept the resignation of Mrs. Glenna Bailey Keesee as Instructor in Geology, at a salary rate of \$3,200.00 for 9 months, effective at the close of the day, September 20, 1955. (Budgeted salary, \$3,200.00 for 9 months).

207. Appoint Mr. Owen Edward Homeister as Instructor in Geology, effective September 21, 1955 through June 15, 1956, at a salary rate of \$4,500.00 for 9 months, vice Mrs. Glenna Bailey Keesee, resigned. (Budgeted salary, \$3,200.00 for 9 months).

208. Employ Mrs. Ernestine Dolores Kilchenstein as a Part-time Secretary in the Department of Geology, effective September 23, 1955 through June 22, 1956, at a salary rate of \$1,170.00 for 9 months. (Adjusted budgeted salary, \$210.00).

209. Appropriate from the Unappropriated Balance, the sum of \$1,136.00 to the Student Assistants Account in the Department of Geology. This will be used to employ laboratory assistants for the fall semester.

Government

210. Lapse the budgeted appropriation in the amount of \$3,800.00 for Assistant Professor of Government. This will be used to employ an Instructor.

211. Correct Item No. 1564, Board Minutes of August 20, 1955, appointing Dr. Cecil E. Johnson, to read: "Instructor in Government" instead of Assistant Professor of Government."

212. Lapse the budgeted appropriation in the amount of \$900.00 for Part-time Instructor in Government (Mr. Brown). This will be used for other Part-time Instructors. (Budgeted salary, \$900.00 for 9 months).

213. Revise the contract of Mr. James Alvis Ellis, Part-time Instructor in Government, from "a salary of \$1,400.00, effective September 16, 1955 through June 15, 1956" to "a salary of \$800.00, effective September 16, 1955 through January 31, 1956." (Budgeted salary, \$1,400.00 for 9 months).

214. Revise the contract of Mr. Horace Ernest Griffith, Part-time Instructor in Government, from "a salary of \$1,400.00, effective September 16, 1955 through June 15, 1956" to "a salary of \$1,200.00, effective September 16, 1955 through January 31, 1956." (Budgeted salary, \$1,400.00 for 9 months).

215. Appoint Mr. William Albert Jackson as a Part-time Instructor in Government, effective September 16, 1955 through January 31, 1956, at a salary of \$350.00 for the $4\frac{1}{2}$ months. (Budgeted salary, \$1,400.00 for 9 months).

216. Appoint Mr. Jerry Madison Sowder as a Part-time Instructor in Government, effective September 16, 1955 through January 31, 1956, at a salary of \$1,050.00 for $4\frac{1}{2}$ months. (Budgeted salary, \$1,200.00 for 9 months).

217. Lapse the unencumbered balances in the budgeted positions for Part-time Instructors, in the total amount of \$2,000.00, itemized as follows: James Alvis Ellis, \$600.00; Horace Ernest Griffith, \$200.00; W. A. Jackson, \$1,050.00; and Jerry Madison Sowder, \$150.00.

218. Appropriate from the Unappropriated Balance, the sum of \$685.00 to the Student Assistant Account in the Department of Government.

Health and Physical Education and Recreation

219. Lapse the sum of \$173.33 from the budgeted appropriation for Student Assistants in the Department of Health and Physical Education and Recreation.

220. Appoint Mr. James F. McNally as a Part-time Instructor in Health and Physical Education and Recreation, effective October 1, 1955 through May 15, 1956, at a salary rate of \$573.33 for the period. The salary is to be distributed, \$273.33 from October 1, 1955 and January 31, 1956 and \$300.00 from February 1, 1956 to May 15, 1956. (Budgeted salary, \$400.00 for 9 months).

221. Employ Mr. Fritz Richard Muzinger as a Part-time Maintenance Man in the Department of Health and Physical Education and Recreation, effective September 20, 1955 through May 15, 1956, at a salary rate of \$50.00 per month. (Budgeted salary, \$790.00 for Part-time, 12 months).

Health and Physical Education and Recreation (for Women)

222. Lapse the unencumbered balance in the amount of \$1,200.00 from the budgeted appropriation for a Part-time Instructor. (A part of these funds will be used to provide Laboratory Assistants for the Activity Courses).

223. Appropriate from the Unappropriated Balance, the sum of \$550.00 to the Student Assistants Account. (This will be used to employ two (2) Laboratory Assistants for the fall semester).

History, Anthropology and Sociology

224. Appoint Mr. Billy Ray Brunson as a Part-time Instructor in History, effective September 16, 1955 through January 31, 1956, at a salary rate of \$650.00 for $4\frac{1}{2}$ months. (Salary to be paid from the lapsed budgeted appropriation for Associate Professor).

225. Appoint Mr. John C. McGraw as a Part-time Instructor in History, effective September 16, 1955 through January 31, 1956, at a salary rate of \$650.00 for $4\frac{1}{2}$ months. (Salary to be paid from the lapsed budgeted appropriation for Associate Professor).

Mathematics

226. Lapse the budgeted appropriation in the amount of \$4,500.00 for Assistant Professor of Mathematics, (Dr. Marsh, resigned).

227. Revise the contract of Mr. Elwyn W. Morton, Instructor in Mathematics, from "a salary rate of \$3,600.00 for 9 months" to "a salary rate of \$3,800.00 for 9 months" effective September 16, 1955. (Budgeted salary, \$3,600.00 for 9 months).

228. Appoint Mr. Joe Jed Miller as a Part-time Instructor (Temporary) in the Department of Mathematics, effective September 16, 1955 through June 15, 1956, at a salary of \$1,600.00. (To be paid from funds lapsed for an Assistant Professor).

229. Revise the contract of Mrs. Bonita C. Herrick, Part-time Instructor in Mathematics, from "a salary of \$800.00" to "a salary of \$1,070.00" for the fall semester, with no change in the contract for the spring semester. (Mrs. Herrick's teaching load has been increased by one (1) section).

230. Appoint Mr. Charles V. Biddy as a Part-time Instructor in Mathematics, effective September 16, 1955 through January 31, 1956, at a salary of \$350.00 for $4\frac{1}{2}$ months. (Salary to be paid from money lapsed for full-time position).

231. Appoint Mrs. Jane Burton Summers as a Part-time Instructor in Mathematics, effective September 16, 1955 through June 15, 1956, at a salary of \$1,920.00 for 9 months. (Salary to be paid from funds lapsed for Assistant Professor).

232. Appoint Mr. Noble Gilbert Powell as a Part-time Instructor in Mathematics, effective September 29, 1955 through January 31, 1956, at a salary rate of \$420.00 for the semester. (Salary to be paid from budgeted funds which have been lapsed).

233. Lapse the budgeted appropriation in the amount of \$1,600.00 for a Part-time Instructor in Mathematics, (Mrs. Woodward).

Mathematics

234. Appoint Mr. C. G. Gray as a Part-time Instructor in Mathematics, effective September 16, 1955 through January 31, 1956, at a salary of \$400.00 for $4\frac{1}{2}$ months. (This salary will be paid from funds lapsed from the budgeted position for Assistant Professor).

235. Revise the contract for Mr. Warren G. Harding, Assistant Registrar and Part-time Instructor in Mathematics, from "a salary of \$6,000.00" to "a salary of \$6,400.00; \$5,200.00 to be paid from the Budget for the Office of the Registrar and \$1,200.00 to be paid from the Budget for the Department of Mathematics; teaching salary \$800.00 for the fall semester and \$400.00 for the spring semester. Mr. Harding's teaching load for the fall semester has been increased by one class. (Budgeted salary, \$6,000.00 for 12 months).

236. Appoint Mr. Ridjell Lee as Instructor in the Department of Mathematics (Part-time), effective September 16, 1955 through January 31, 1956, at a salary of \$600.00 for the $4\frac{1}{2}$ months.

Music

237. Revise the contract of Mrs. Phyllis A. Elson, Part-time Instructor in Music, from "a salary of \$300.00" to "a salary of \$975.00" for the 1955 fall semester, with no change in the contract for the spring semester. Mrs. Elson's teaching load has been increased from 5 hours to $16\frac{1}{2}$ hours for the fall semester. (Budgeted salary, \$600.00 for 9 months).

238. Appoint Mrs. Helen May Taylor as a Part-time Instructor in Music, effective September 16, 1955 through January 31, 1956, at a salary rate of \$620.00 for $4\frac{1}{2}$ months. (New Position).

Physics

239. Revise the contract of Dr. David Jacob Besdin, Associate Professor of Physics, from "full-time at a salary rate of \$5,000.00 for 9 months" to "four-fifths time at a salary rate of \$4,000.00 for 9 months," effective October 1, 1955 through June 15, 1956. (Budgeted salary, \$5,000.00 for 9 months for full-time).

240. Lapse the unencumbered balance in the amount of \$944.45 from the budgeted appropriation for Associate Professor in the Department of Physics (Dr. Besdin). This will be used to employ Student Assistants for Laboratory work.

241. Appropriate from the Unappropriated Balance, the sum of \$944.45 to the Student Assistants Account in the Department of Physics. (The amount has been lapsed in the item above).

242. Lapse the budgeted appropriation in the amount of \$4,250.00 for Assistant Professor of Physics (Mr. Resler).

243. Appoint Mr. Jerry Bell as Instructor in Physics, effective September 16, 1955 through June 15, 1956, at a salary rate of \$4,050.00 for 9 months. (Salary to be paid from funds lapsed for Assistant Professor).

Psychology

244. Revise the contract for Dr. Kenneth S. McCutchan, Associate Professor (Part-time) of Psychology and Research Associate, effective September 1, 1955 through August 31, 1956, to read: "\$1,350.00 to be paid from Teaching Salaries, Department of Psychology (\$900.00 for fall semester and \$450.00 for spring semester) and \$4,650.00 from Research Funds," instead of \$900.00 from Teaching Salaries, Department of Psychology (\$450.00 each semester) and \$5,100.00 from Research Funds," with no change in rate of pay.

Accounting

245. Lapse the budgeted appropriation in the amount of \$4,500.00 for Instructor in Accounting. This will be used to employ Part-time Instructors.

246. Appoint Mr. Donald Wilbur Dorman as a Part-time Instructor in Accounting, effective September 16, 1955 through January 31, 1956, at a salary of \$900.00 for $4\frac{1}{2}$ months. (Salary to be paid from the lapsed budgeted appropriation for Instructor).

Accounting

247. Appoint Mr. James O. Teague, Jr., as a Part-time Instructor in Accounting, effective September 16, 1955 through January 31, 1956, at a salary of \$1,350.00 for $4\frac{1}{2}$ months. (Budgeted salary, Part-time Faculty members).

248. Appoint Mr. Gilford William Cox as a Part-time Instructor in Accounting, effective September 16, 1955 through January 31, 1956, at a salary of \$1,350.00 for $4\frac{1}{2}$ months. (Budgeted salary, Part-time Faculty members).

249. Appoint Mr. Hugh S. Thomas as a Part-time Instructor in Accounting, effective September 16, 1955 through January 31, 1956, at a salary of \$450.00 for $4\frac{1}{2}$ months. (Budgeted salary, Part-time Faculty members).

250. Appoint Mr. A. B. Segars as a Part-time Instructor in Accounting, effective September 16, 1955 through January 31, 1956, at a salary of \$450.00 for $4\frac{1}{2}$ months. (Salary to be paid from the lapsed budgeted appropriation for Instructor).

Finance

251. Accept the resignation of Dr. Russell A. Bowser as Assistant Professor of Finance at a salary rate of \$5,400.00 for 9 months, effective September 16, 1955. (Budgeted salary, \$5,400.00 for 9 months).

252. Appoint Mr. W. R. Quilliam, Jr., as Assistant Professor of Finance, effective September 16, 1955 through June 15, 1956, at a salary of \$5,200.00 for 9 months. (Budgeted salary, \$5,400.00 for 9 months).

253. Lapse the unencumbered balance in the amount of \$200.00 from the budgeted appropriation for Assistant Professor of Finance. (Budgeted salary, \$5,400.00 for 9 months).

254. Appoint Mr. William J. Gillespie as a Part-time Instructor in Finance, effective September 16, 1955 to January 31, 1956, at a salary of \$450.00 for the $4\frac{1}{2}$ months. (Budgeted salary, Part-time Faculty members).

255. Appoint Mr. Amos H. Howard, Jr., as a Part-time Instructor in Finance, effective September 16, 1955 through January 31, 1956, at a salary of \$900.00 for $4\frac{1}{2}$ months. (Budgeted salary, Part-time Faculty members).

256. Appoint Mr. Russell Briggs Irvin as a Part-time Instructor in Finance, effective September 16, 1955 through June 15, 1956, at a salary of \$900.00 for the 9 months. (Budgeted salary, Part-time Faculty members).

Business Education and Secretarial Administration

257. Grant Mrs. Charlotte Keith Ewing, Instructor in Business Education and Secretarial Administration, leave without pay, effective September 16, 1955 through September 24, 1955. (Budgeted salary, \$3,800.00 for 9 months).

258. Lapse the unencumbered balance in the amount of \$129.91 from the budgeted appropriation for Instructor in the Department of Business Education and Secretarial Administration, (Mrs. Ewing on leave).

Economics

259. Grant Dr. Robert L. Rouse, Associate Professor of Economics, permission to teach a non-credit course in Finance for a group of local businessmen. The class will meet in the evening, starting October 10, 1955 and will run for thirty (30) weeks. The meeting place will be 2409 Broadway. Dr. Rouse will receive approximately \$700.00 for his services, which will be paid by the businessmen. This work will not interfere with his regular duties in any way.

260. Lapse the budgeted appropriation in the amount of \$4,500.00 for Instructor in Economics. This will be used to employ two (2) Part-time Instructors.

261. Appoint Mr. Jarvis Witt as a Part-time Instructor in the Department of Economics, effective September 16, 1955 through January 31, 1956, at a salary of \$1,350.00 for $4\frac{1}{2}$ months.

262. Appoint Mrs. Susie Edna Gott as a Part-time Instructor in the Department of Economics, effective September 16, 1955 through January 31, 1956, at a salary of \$900.00 for $4\frac{1}{2}$ months.

Architecture and Allied Arts

263. Grant Mr. Robert Hartman, Instructor in Architecture and Allied Arts, permission to engage in off-campus professional services by conducting an adult painting class for members of the South Plains Art Guild. This will involve two (2) hours per week for a six weeks' period and will not interfere with his work at the College in any way. Mr. Hartman will receive \$60.00 for his services.

264. Appoint Mrs. Marie H. Bryant as a Part-time Instructor in Architecture and Allied Arts, effective September 16, 1955 through January 31, 1956, at a salary of \$900.00 for the $4\frac{1}{2}$ months. (New Position).

265. Appoint Mr. Robert L. Goyette as a Teaching Critic in the Department of Architecture and Allied Arts, effective September 21, 1955 through October 25, 1955, at a salary of \$325.00 for the five weeks. (New Position).

266. Appoint Mr. Howard W. Schmidt as a Teaching Critic in the Department of Architecture and Allied Arts, effective October 26, 1955 through November 30, 1955, at a salary of \$325.00 for the period. (New Position).

267. Appoint Mr. Evan E. Roberts as a Teaching Critic in the Department of Architecture and Allied Arts, effective December 2, 1955 through January 18, 1956, at a salary of \$325.00 for the period. (New Position).

Civil Engineering

268. Lapse the sum of \$2,400.00 from the budgeted appropriation for Associate Professor of Civil Engineering. A part of this will be used to employ a Part-time Assistant Professor and Laboratory Assistants in the Department of Civil Engineering.

269. Appoint Mr. Adrain C. W. Bowden as a Part-time Assistant Professor of Civil Engineering, effective September 16, 1955 through January 31, 1956, at a salary rate of \$960.00 for $4\frac{1}{2}$ months. (Salary to be paid from money lapsed from the budgeted appropriation for Associate Professor).

270. Appropriate from the Unappropriated Balance, the sum of \$110.00 to the Student Assistants Account in the Department of Civil Engineering.

Electrical Engineering

271. Appropriate from the Unappropriated Balance, the sum of \$1,600.00 to the Student Assistants Account in the Department of Electrical Engineering.

Mechanical Engineering

272. Revise the contract of Mr. Laverne Anthony Reis, Shop Mechanician in the Department of Mechanical Engineering, from "a salary rate of \$3,400.00 for 12 months," to "a salary rate of \$3,740.00 for 12 months." (Budgeted salary, \$3,400.00 for 12 months).

273. Revise the contract of Mr. Johnnie M. Goldwater, Laboratory Mechanician in the Department of Mechanical Engineering, from "September 1, 1955 through August 31, 1956, at an annual salary of \$3,400.00" to "September 1, 1955 through May 31, 1956 at a salary of \$3,060.00 for 9 months." (Budgeted salary, \$3,400.00 for 12 months).

274. Lapse the unencumbered balance in the amount of \$340.00 from the budgeted appropriation for Laboratory Mechanician (12 months).

Petroleum Engineering

275. Appropriate from the Unappropriated Balance, the sum of \$493.00 to the Student Assistants Account in the Department of Petroleum Engineering.

Dean of Engineering

276. Appropriate from the Unappropriated Balance, the sum of \$1,200.00 to the Student Assistants Account in the Office of the Dean of Engineering.

Foods and Nutrition

277. Revise the contract for Miss Opal Lanier Wood from "Part-time Instructor in Foods and Nutrition in charge of Sandwich Concessions, at a salary rate of \$3,200.00 for 9 months, effective September 1, 1955 through September 30, 1955" to "Part-time Instructor in Foods and Nutrition and Part-time in charge of Sandwich Concessions, effective September 1, 1955 through January 31, 1956

Foods and Nutrition277. (continued)

at a salary rate of \$3,200.00 for 9 months; salary of \$800.00 to be paid from Teaching Salaries, September 16, 1955 through January 31, 1956; \$933.33 to be paid from Sandwich Concessions (Account No. 650) from September 1, 1955 through January 31, 1956; (3/4 time to Concessions from September 1, 1955 through September 15, 1955). From September 1, 1955 through September 15, 1955 Miss Wood devoted 3/4 time to Concessions only; from September 16, 1955 through January 31, 1956, Miss Wood will devote 1/2 time to teaching and 1/2 time to Concessions.

Library

278. Terminate the contract of Mrs. Jane Burton Summers as a Circulation Clerk in the Library, at a salary rate of \$2,500.00 for 12 months, at the close of the day, September 12, 1955. Mrs. Summers has been appointed as Part-time Instructor in the Department of Mathematics. (Budgeted salary, \$2,500.00 for 12 months).

279. Employ Mrs. Jacqueline Rollins as Circulation Clerk, effective September 14, 1955 through August 31, 1956, at an annual salary rate of \$2,300.00, vice Mrs. Jane B. Summers, resigned. (Budgeted salary, \$2,500.00 for 12 months).

280. Lapse the unencumbered balance in the amount of \$200.97 from the budgeted appropriation for Circulation Clerk in the Library, (Mrs. Summers).

281. Grant Mrs. Betty P. Arper, Reference Librarian, leave without pay, effective November 7, 1955 through November 12, 1955.

282. Lapse the sum of \$80.76 from the budgeted appropriation for Reference Librarian, (Mrs. Arper).

283. Grant Mrs. Jane R. Wade, Secretary to the Librarian, leave without pay, effective November 7, 1955 through November 12, 1955.

284. Lapse the sum of \$57.69 from the budgeted appropriation for Secretary to the Librarian, (Mrs. Wade).

Animal Husbandry Herds and Flocks

285. Accept the resignation of Mr. Jack B. Wren as Poultryman in the Department of Animal Husbandry Herds and Flocks at an annual salary rate of \$2,660.00, plus house, utilities, 3 quarts of milk per day, 3 dozen eggs per week and 50 fryers per year, effective at the close of the day, September 30, 1955. (Budgeted salary, \$2,660.00, plus house, utilities, 3 quarts of milk per day, 3 dozen eggs per week, and 50 fryers per year. Employee also furnishes pick-up truck for routine work).

286. Employ Mr. Troy Dean Jones as Part-time Poultryman in the Department of Animal Husbandry Herds and Flocks, effective October 16, 1955 through August 31, 1956, at a salary rate of \$125.00 per month, plus house, utilities, one quart of milk per day and three dozen eggs per week. Employee is to furnish pick-up truck for routine work. (Budgeted salary, \$2,660.00 plus house, utilities, 3 quarts of milk per day, three dozen eggs per week and 50 fryers per year).

287. Lapse the unencumbered balance in the amount of \$1,123.82 from the budgeted appropriation for Poultryman in the Department of Animal Husbandry Herds and Flocks.

288. Appropriate from the Unappropriated Balance, the sum of \$1,123.82 to the Miscellaneous Labor Account in the Department of Animal Husbandry Herds and Flocks.

Agronomy Farm

289. Employ Mr. Fred Truman McCraw as Nursery Foreman in the Department of Agronomy and Agronomy Farm, effective October 1, 1955 through August 31, 1956, at an annual salary rate of \$2,200.00, plus house and utilities, vice Mr. Issac Lee Baugh, resigned. (Budgeted salary, \$1,160.00, Department of Agronomy, and \$1,160.00 Agronomy Farm).

290. Lapse the unencumbered balance in the amount of \$151.67 from the budgeted position for Nursery Foreman, Agronomy Farm.

Greenhouses

291. Correct Item No. 7, Board Minutes of September 17, 1955 to read "Appropriate from the Unappropriated Balance, the sum of \$53.34 to the Maintenance, Equipment and Travel Account in the Greenhouse, 1955-56 Budget, (Account No. 546)."

Physical Plant (Building Maintenance Department)

292. Employ Mr. Francis M. Thompson as Nightwatchman in the Department of Building Maintenance, effective September 1, 1955 through August 31, 1956, at an annual salary rate of \$2,500.00. (Budgeted salary, \$2,500.00 for 12 months).

293. Employ Mrs. Donna Kathryn Parker as Clerk-Typist in the Department of Building Maintenance for the period September 1, 1955 through August 31, 1956, at an annual salary of \$2,400.00. (Budgeted salary, \$2,400.00 for 12 months).

294. Employ Mr. Lester Paul Moncrief as Electrician's Helper in the Department of Building Maintenance, effective September 1, 1955 through August 31, 1956, at an annual salary rate of \$2,600.00, vice Mr. James W. Greenwood, transferred to the position of Assistant Building Engineer in the Dormitory Systems. (Budgeted salary, \$2,900.00 for 12 months).

295. Lapse the unencumbered balance in the amount of \$300.00 in the budgeted appropriation for Electrician (Mr. Greenwood).

296. Accept the resignation of Mr. Lester Paul Moncrief as Electrician's Helper in the Department of Building Maintenance, effective at the close of the day, September 24, 1955, at an annual salary of \$2,600.00. (Budgeted salary, \$2,900.00 for 12 months).

297. Employ Mr. John Thomas Penrod as Electrician's Helper in the Department of Building Maintenance, effective October 14, 1955 through August 31, 1956, at an annual salary rate of \$2,600.00, vice Mr. Lester Paul Moncrief, resigned. (Budgeted salary, \$2,900.00 for 12 months).

298. Lapse the unencumbered balance in the amount of \$133.40 from the budgeted appropriation for Electrician's Helper (Mr. Moncrief).

299. Accept the resignation of Mr. Joy L. Feazell, Truck and Tractor Mechanic in the Department of Building Maintenance, at a salary rate of \$3,760.00 for 12 months, effective at the close of the day, September 30, 1955. (Budgeted salary, \$3,760.00 for 12 months).

300. Employ Mr. John E. Francis as Truck and Tractor Mechanic in the Department of Building Maintenance, effective October 1, 1955 through August 31, 1956, at an annual salary rate of \$3,400.00, vice Mr. Joy L. Feazell, resigned. (Budgeted salary, \$3,760.00 for 12 months).

301. Lapse the unencumbered balance in the amount of \$330.00 from the budgeted appropriation for Truck and Tractor Mechanic in the Department of Building Maintenance.

Physical Plant (Heating Plant and Utilities)

302. Cancel Item No. 107, Board Minutes of September 17, 1955, employing Mr. George P. Foster as Steam Fitter's Helper and Mechanical Maintenance Man in Heating Plant and Utilities.

303. Employ Mr. Rubert H. Durrett as Steam Fitter's Helper and Mechanical Maintenance Man in the Department of Heating Plant and Utilities, effective September 12, 1955 through August 31, 1956, at an annual salary rate of \$3,000.00. (Budgeted salary, \$2,520.00 for 12 months. Additional money lapsed by Item No. 106, Board Minutes of September 17, 1955 to cover this position).

Campus Police - Traffic

304. Appropriate from the Unappropriated Balance, the sum of \$144.00 to the Part-time Help Account in Campus Police -- Traffic. (This amount is needed to employ part-time patrolmen during the week, October 12, 1955 through October 18, 1955).

Plant Extension (New Gymnasium)

305. Approve incorporating in the Minutes of this meeting for record purposes, a copy of the contract with the firm of Herbert Brasher and Associates, 1623 13th Street, Lubbock, Texas, for the Architectural and Engineering Services on the new Gymnasium. The contract was authorized by Item No. 147, Board Minutes of September 17, 1955. Attachment No. 3.

Student Union

306. Accept the resignation of Mrs. Lorna C. Miller as Food Supervisor in the Student Union, at a salary rate of \$3,800.00 for 12 months, effective at the close of the day, September 30, 1955. (Budgeted salary, \$3,800.00 for 12 months).

307. Employ Mrs. Gertrude Morse as Food Supervisor in the Student Union, effective October 1, 1955 through May 31, 1956, at a salary rate of \$4,000.00 for 12 months, vice Mrs. Lorna C. Miller, resigned. (Budgeted salary, \$3,800.00 for 12 months).

Intercollegiate Athletics

308. Employ Mr. William Patrick Lunn as Custodian in West Hall for the Athletic Department, effective September 21, 1955 through January 31, 1956, at a salary rate of \$190.00 per month. (This is to be paid from the budgeted appropriation for the athletic dormitory).

College Bookstore

309. Employ Mrs. Gaynelle Hill as a Sales Person in the College Bookstore, effective September 1, 1955 through August 31, 1956, at a salary of \$175.00 per month for September and October and a salary of \$189.16 per month from November 1, 1955 through August 31, 1956; total salary for 12 months, \$2,241.60. (Budgeted salary, \$2,270.00 for 12 months).

310. Employ Mrs. Beth Gallimore as a Sales Person in the College Bookstore, effective September 1, 1955 through August 31, 1956, at an annual salary of \$2,400.00. (Budgeted salary, \$2,400.00 for 12 months).

311. Grant the Bookstore permission to pay the following staff members for royalties and/or purchase of classroom materials as follows:

1. Mr. J. H. Murdough, royalty on the sale of 186 copies of Elements of Dynamics @ .25¢ each - - - - - \$46.50
2. Dr. J. Q. Sealey, on the sale of 73 copies of Bacteriology Laboratory Exercises at .85¢, less 10% - - - - - 55.85
3. Dr. J. Q. Sealey, on the sale of 111 copies of Bacteriology Laboratory Exercises at \$1.15, less 10% - - - - - 114.88
4. Miss Sannie Callan, on the sale of 39 copies of Child Development 331 Laboratory Assignments @ \$1.25, less 10% - 43.88
5. Captain J. H. Baumgardner, royalty on the sale of 95 copies of Principles of Livestock Feeding @ 25¢ per copy - 23.75
6. Dr. L. G. Harmon, royalty on the sale of 204 copies of Elementary Experiments in Dairy Industry @ .10¢ per copy - 20.40
7. Dr. W. W. Wendlandt for 1,500 Periodic Tables @ 20¢ each - 300.00
8. Dr. Ramon W. Kireilis, on the sale of 60 copies of Beginning Swimming Manual @ \$1.25 per copy - - - - - 75.00

Dormitory System (Office of Room Reservations)

312. Employ Mrs. Jaxie Marie Norwood as a Half-time Clerk in the Office of Room Reservations, effective September 26, 1955 through August 26, 1956, at an annual salary rate of \$1,200.00. (New Position).

Dormitory Systems (Maintenance and Cleaning)

313. Approve a revised contract for Mr. James W. Greenwood, Assistant Building Engineer in the Dormitory System, from "a salary rate of \$2,900.00, plus lunch 5 days per week" to "a salary rate of \$3,100.00, plus lunch 5 days per week," effective November 1, 1955 through August 31, 1956. Mr. Greenwood's work week has been increased from 40 hours to 44 hours per week. (Budgeted salary, \$3,420.00 for 12 months, plus lunch 5 days per week).

Dormitory System

314. Approve an extra in the amount of \$70.74 to the Anthony Company of Lubbock, Texas, for the installation of the new water distribution system in West Hall. The extra is needed for the installation of six flush valve assemblies which were not included in the original specifications.

Dormitory Supervision

315. Approve a revised budget in Dormitory Supervision for the items listed below for Horn Hall, Knapp Hall and Drane Hall.

REVISED BUDGET REQUEST
DORMITORY SUPERVISION
10-17-55

HORN HALL

Graduate Assistants	-0- (a)
Student Assistants	\$2,093.60 (b)

KNAPP HALL

Graduate Assistants	-0- (a)
Student Assistants	\$1,570.20 (c)
Dormitory Program	500.00 (d)

DRANE HALL

Graduate Assistants	-0- (a)
Student Assistants	\$2,093.60 (b)
Dormitory Program	500.00 (d)

- (a) The positions for two graduate assistants, as originally budgeted, could not be filled. If graduate assistants become available in the future, a revised request will be submitted to include them at the amounts originally requested.
- (b) Three student assistants for board and room @ \$523.40 to replace the graduate assistants, one office girl and one ticket checker for one-half board and room at \$261.70.
- (c) Two student assistants for board and room at \$523.40 to replace graduate assistants, one office girl and one ticket checker for one-half board and room @ \$261.70.
- (d) To place Dormitory on same basis as Horn as there is no program during the summer.

Textile Research Laboratories

316. Employ Miss Donna Jo Upton as a Part-time Research Technician in the Textile Research Laboratories, effective September 1, 1955 through January 31, 1956, at a salary rate of \$402.00 for the five months, salary to be paid from the budgeted item for wages. The salary payments are to be distributed as follows: September, \$117.00; October, \$100.50; November, \$87.00; December, \$63.00; and January, \$34.50. (Budgeted as Wages).

Adult Education

317. Revise the contract of Dr. Wendell W. Williams, Executive Assistant in the Adult Education Program and Assistant Professor of Education, from "September 16, 1955 through June 15, 1956" to "September 1, 1955 through May 31, 1956", with no change in rank or salary. (Budgeted salary, \$5,000.00 for 9 months).

Museum

318. Employ Mrs. Josephine Ione Page as Cataloguer and Custodian of Collections in the Museum, effective September 15, 1955 through May 31, 1956, at a salary rate of \$200.00 per month. The salary is to be paid from the budgeted appropriation for Technical Help. (Budgeted salary).

319. Employ Mr. Charles E. Clarke as a Research Assistant (Half-time) for the Natural History Gallery in the Museum, effective September 1, 1955 through May 31, 1956, at a salary rate of \$1,200.00 for 9 months. (Salary to be paid from the funds allocated for the Natural History Gallery). (Account No. 1380).

Southwest Collection

320. Employ Mrs. Estella H. Rich as Secretary-Custodian-Cataloguer of the Southwest Collection, effective September 9, 1955 through August 31, 1956, at an annual salary rate of \$2,700.00 for 12 months. (Budgeted salary, \$3,000.00 for 12 months).

Agricultural Research (Account No. 591)

321. Employ Dr. James Wayland Bennett as a Research Assistant in Agricultural Research, effective September 1, 1955 through September 14, 1955, at a salary of \$250.00 for the period. (This is to be paid from Research Funds, Account No. 591).

Psychology (Teaching Grant, Account No. 1332)

322. Employ Mrs. Katherine Arletta Lockhart as Secretary, Department of Psychology, effective September 1, 1955 through August 31, 1956, at an annual salary rate of \$2,400.00. (Salary to be paid from the Department of Health, Education, and Welfare, Office of Vocational Rehabilitation Teaching Grant, Account No. 1332).

Organized Research (Department of Health, Education and Welfare, Grant No. RG-4073 (C2), Account No. 1341)

323. Employ Mrs. Virginia Riggs as a Research Assistant (Part-time) in the Department of Biology, effective September 16, 1955 through June 15, 1956, at a salary of \$1,260.00 for 9 months. This salary is to be paid from the Department of Health, Education and Welfare Grant, No. 4073 (C2), Account No. 1341.

Organized Research (Account No. 1344)

324. Revise the contract for Dr. Kenneth S. McCutchan, Associate Professor (Part-time) of Psychology and Research Associate, effective September 1, 1955 through August 31, 1956, to read: "\$1,350.00 to be paid from Teaching Salaries, Department of Psychology (\$900.00 for fall semester and \$450.00 for spring semester) and \$4,650.00 from Research Funds" instead of \$900.00 from Teaching Salaries, Department of Psychology (\$450.00 each semester) and \$5,100.00 from Research Funds" with no change in rate of pay.

Organized Research (Research Corporation) Account No. 1347

325. Terminate the contract of Mrs. Charlotte E. Sewell (nee Charlotte E. Brandenburg) as Part-time Research Assistant on the Research Project, Dielectric Properties of Solutes in Mixed Solvent Environments, at a salary rate of \$150.00 per month, effective at the close of the day, September 30, 1955.

Scholarships -- Inez Carter Scholarships (Account No. 1450)

326. Approve the establishment of the "Inez Carter Scholarships". The proposed announcement for the 31st Catalog is given below:

INEZ CARTER SCHOLARSHIPS

Mrs. Inez Carter of Pampa, Texas, has made available three annual scholarships in the amount of \$200.00 each for worthy undergraduate students pursuing any officially recognized major. In awarding the scholarships the Committee will give preference to applicants residing in Gray County or any of the eight counties bordering upon it, but may consider other applicants should a sufficient

326. (continued)

number of students from these counties fail to qualify. Recipients must have excellent character and citizenship records, and must have a minimum gradepoint average of 2.00. (Entering freshmen must have finished in the upper quartile of their high school class). A recipient is eligible for the scholarship during the succeeding year, but renewal shall be on a competitive basis with other applicants. Applications must be made by July 15 to the Chairman of the Committee on Scholarships and Awards.

Fellowship (Account No. 1453). Great Western Drilling Company Graduate Fellowship in Geology

327. Accept from the Great Western Drilling Company of Midland, Texas, a \$1,200.00 Fellowship in Geology for Research on the Gallup Sandstone member of the Mancos formation in the San Juan Basin of New Mexico for the 1955-56 school year.

Emeritus Appointment

328. Approve conferring the title, Professor of Physical Education, Emeritus upon Mrs. George Langford (nee Johnnye Gilkerson), effective November 5, 1955. Mrs. Langford was first appointed as an Instructor in Physical Education in 1925, and retired as an active member of the Faculty in 1950.

Appointed Instructor in Physical Education for Women, effective September 1, 1925; appointed Head of the Department of Physical Education for Women, effective September 1, 1934; appointed Dean of Women, effective September 1, 1945; resigned as Dean of Women and resumed teaching duties in the Department of Physical Education for Women, effective September 1, 1948; retired July 12, 1950.

Gift

329. Accept a gift of a Bulletin Board installed opposite Room 217, Administration Building, by The French Club, valued at \$20.00 and authorize the Secretary to write a letter of appreciation for the Board to the Club.

330. Accept a gift of two bookcases of Spanish design and construction from Mrs. Victoria V. Romera-Navarro, 2203 Bowman Road, Austin, Texas, and authorize the Secretary to write a letter of appreciation for the Board. These bookcases have an estimated value of \$300.00 each.

331. Accept from Dr. R. K. O'Loughlin, 1910 Knoxville Street, Lubbock, Texas, an electroencephalograph for the Department of Psychology. The purchase price of the instrument is approximately \$2,500.00 and has a present value of \$1,000.00.

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:

332. Grant permission to Dr. William B. Arper, Jr., Assistant Professor of Geology, to go to various places in New Mexico and Colorado to obtain rock and mineral specimens for use in Geology 234 Laboratory, as well as to obtain additional specimens for the Freshman Geology Laboratories, September 8-13, 1955; expenses to be paid from Department of Geology Maintenance, Equipment and Travel Account.

333. Grant permission to Dr. William B. Arper, Jr., Assistant Professor of Geology, to go to New Orleans, Louisiana and Grand Isle, Louisiana, November 5-13, 1955 to attend the Annual Meeting and associated field trips of the Geological Society of America, and to collect open Gulf sea water to be used in research being conducted by the applicant, at no expense to the College.

334. Grant permission to Mr. Cecil I. Ayers, Associate Professor of Agronomy, to go to Kansas City, Missouri, and Chicago, Illinois, November 19-30, 1955 to accompany the Collegiate Crops Judging Team as sponsor and coach to the National Intercollegiate Grain Judging Contest (Kansas City), and the International Intercollegiate Crops Judging Contest (Chicago); expenses to be paid from Department of Agronomy Maintenance, Equipment and Travel Account.

335. Grant permission to Dr. James W. Bennett, Assistant Professor of Agronomy, to go to Portales, New Mexico, September 8, 1955, to check on sweet potato production and marketing methods; expenses to be paid from Agricultural Research Funds.

Out-of-State Leaves:

336. Grant permission to Dr. Robert H. Black, Professor and Head Department of Animal Husbandry, to go to Kansas City, Missouri, October 17-18, 1955, to serve as judge in the Meats Judging Contest at the American Royal Show, at no expense to the College.

337. Grant permission to Dr. John R. Bradford, Dean of the Division of Engineering, to go to Detroit, Michigan, November 25-December 2, 1955, to attend the annual meeting of the American Institute of Chemical Engineers; expenses to be paid from Office of the Dean of Engineering Maintenance, Equipment and Travel Account.

338. Grant permission to Miss Sannie Callan, Professor and Head Department of Child Development and Family Relations, to go to Boston, Massachusetts, New York City, and Ithaca, New York, October 14-25, 1955, to attend the meetings of the National Association of Nursery Education (Boston), and to visit some of the Nursery Schools for work with preschool blind children (New York City and Ithaca); expenses to be paid from the Departments of Child Development and Family Relations and Nursery School Maintenance, Equipment and Travel Accounts.

339. Grant permission to Mr. W. C. Cole, Manager of the College Bookstore, to go to Oberlin, Ohio, October 29-30, 1955, to attend the fall Board meeting of the National Association of College Stores, at no expense to the College.

340. Grant permission to Mr. W. E. Elston, Assistant Professor of Geology to go to New Orleans, Louisiana, November 5-11, 1955, to attend the annual meeting of the Geological Society of America; expenses to be paid from Department of Geology Maintenance, Equipment and Travel Account.

341. Grant permission to Dr. W. B. Gates, Dean of The Graduate School, to go to New Orleans, Louisiana, November 19-25, 1955, to attend the annual meeting of the Conference of Deans of Southern Graduate Schools; expenses to be paid from The Graduate School Maintenance, Equipment and Travel Account.

342. Grant permission to Dr. R. C. Goodwin, Dean of the Division of Arts and Sciences, to go to Miami, Florida, November 28-December 4, 1955 to attend the annual meeting of the Southern Association of Colleges and Secondary Schools; expenses to be paid from Office of the Dean of Arts and Sciences Maintenance, Equipment and Travel Account.

343. Grant permission to Dr. Emmett Hazlewood, Professor and Head Department of Mathematics, to go to Denver, Colorado, September 17-18, 1955 to accompany a squadron of Air Reservists from Plainview on an inspection trip, at no expense to the College.

344. Grant permission to Mrs. Jean A. Jenkins, Director of The Placement Service, to go to Tulsa, Oklahoma, October 12-15, 1955 to attend the Southwest Placement Association Conference; expenses to be paid from Office of The Placement Service Maintenance, Equipment and Travel Account.

345. Grant permission to Mr. Philip Johnson, Assistant Professor of Petroleum Engineering, to go to New Orleans, Louisiana, October 1-6, 1955 to attend the Petroleum Branch of AIME; expenses to be paid from Department of Petroleum Engineering Maintenance, Equipment and Travel Account.

346. Grant permission to Dr. Ramon W. Kireilis, Professor and Head Department of Health and Physical Education and Recreation, to go to Daytona Beach, Florida, December 27, 1955 - January 2, 1956 to attend the College Physical Education Association annual meeting; expenses to be paid from Department of Health and Physical Education and Recreation Maintenance, Equipment and Travel Account.

347. Grant permission to Dr. Richard B. Mattox, Associate Professor of Geology, to go to New Mexico and Colorado, September 8-13, 1955 to obtain rock and mineral materials from several localities. These materials are to be used in course work in three courses and are needed immediately; expenses to be paid from Department of Geology Maintenance, Equipment and Travel Account.

Out-of-State Leaves:

348. Grant permission to Dr. Richard B. Mattox, Associate Professor of Geology, to go to Silver City, New Mexico and surrounding area, October 20-23, 1955 to survey as a possible location for the Geology Department's Summer Field Camp; expenses to be paid from Department of Geology Maintenance, Equipment and Travel Account.

349. Grant permission to Mr. R. C. Mowery, Professor of Animal Husbandry, to go to Chicago, Illinois, November 23-30, 1955, to attend the following meetings: International Livestock Exposition, American Society of Animal Production, American Southdown Breeders Association, National Block and Bridle Club, and to observe official judging at the International; expenses to be paid from Department of Animal Husbandry Maintenance, Equipment and Travel Account.

350. Grant permission to Mr. Koy L. Neeley, Associate Professor of Animal Husbandry, to go to Waterloo, Iowa, September 24-October 6, 1955 to accompany Dairy Cattle Judging Team, as Coach, and to participate in the Dairy Cattle Judging Contest at Memphis, Tennessee, September 27; and the National Intercollegiate Dairy Cattle Contest; expenses to be paid from Department of Animal Husbandry Maintenance, Equipment and Travel Account.

351. Grant permission to Mr. Frank A. Newsom, Beef Cattle Herdsman, Animal Husbandry Herds and Flocks, to go to Kansas City, Missouri, October 5-19, 1955 to exhibit one Hereford steer at the American Royal Show; expenses to be paid from Herds and Flocks Maintenance, Equipment and Travel Account.

352. Grant permission to Mr. Coleman A. O'Brien, Assistant Professor of Animal Husbandry, to go to Kansas City, Missouri, October 14-20, 1955 to accompany Intercollegiate Meats Judging Team to compete in judging contest in connection with the American Royal Show; expenses to be paid from Department of Animal Husbandry Maintenance, Equipment and Travel Account.

353. Grant permission to Dr. W. M. Pearce, Professor and Head Department of History, Anthropology and Sociology, to go to Denver, Colorado, October 14-16, 1955 to attend a meeting of the Advisory Committee of Western Range Cattle Industry Study, at no expense to the College.

354. Grant permission to Miss Shirley F. Schulz, Director of Food Service, Dormitory Systems, to go to St. Louis, Missouri, October 17-21, 1955 to attend the annual convention of the American Dietetic Association; expenses to be paid from Dormitory Systems Maintenance, Equipment and Travel Account.

355. Grant permission to Dr. Willa Vaughn Tinsley, Dean of the Division of Home Economics, to go to Denver, Colorado, October 31-November 4, 1955 to serve as Committee Chairman for evaluating the Annual National Meeting of the American School Food Service and to speak at the meeting, at no expense to the College.

356. Grant permission to Dr. Willa Vaughn Tinsley, Dean of the Division of Home Economics, to go to Shreveport, Louisiana, November 11-16, 1955 to participate in a Southern Regional Conference on Foods and Nutrition; expenses to be paid from Office of the Dean of Home Economics Maintenance, Equipment and Travel Account.

357. Grant permission to Dr. F. Alton Wade, Professor and Head Department of Geology, to go to Silver City, New Mexico and the surrounding area, October 20-23, 1955 to survey a possible location for the Department of Geology Summer Field Camp; expenses to be paid from the Department of Geology Maintenance, Equipment and Travel Account.

358. Grant permission to Dr. F. Alton Wade, Professor and Head Department of Geology, to go to New Orleans, Louisiana, November 5-11, 1955 to attend a meeting of the Geological Society of America and to interview possible candidates for positions in the Department, at no expense to the College.

359. Grant permission to Dr. Morris S. Wallace, Professor and Head Department of Education, to go to Washington, D. C., October 5-8, 1955 to attend a special called meeting of the President's Committee for the White House Conference on Education, at no expense to the College.

Out-of-State Leaves:

360. Grant permission to Dr. Ernest Wallace, Professor of History, to go to Memphis, Tennessee, November 9-14, 1955 to attend the annual meeting of the Southern Historical Association; expenses to be paid from Department of History, Anthropology and Sociology Maintenance, Equipment and Travel Account.

361. Grant permission to Dr. J. J. Willingham, Professor and Head Department of Dairy Industry, to go to Columbia, Missouri, and St. Louis, Missouri, October 17-27, 1955 to accompany and enter Texas Technological College Dairy Products Judging Team in the Southern Dairy Products Judging Contest (Columbia, Missouri), and the International Intercollegiate Contest in Judging Dairy Products (St. Louis, Missouri); expenses to be paid from Dairy Industry Department Maintenance, Equipment and Travel Account.

362. Grant permission to Dr. A. W. Young, Professor and Head Department of Agronomy, to go to Kansas City, Missouri, November 19-24, 1955 to act as judging official to set up materials for and act as judge at the National Intercollegiate Crops Judging Contest; expenses to be paid from Department of Agronomy Maintenance, Equipment and Travel Account.

Respectfully submitted,

E. N. Jones
President

ENJ:g

(This is a copy of the original draft prepared by the Coordinating Committee. See Attachment No. 2A for revised copy, including suggested changes made by the College Board).

Board Minutes
November 5, 1955
Attachment No. 2
Item No. 370

RECOMMENDATIONS OF THE COORDINATING COMMITTEE
REPRESENTING THE COLLEGE AND FOUNDATION BOARDS

We, the undersigned, constituting the Coordinating Committee, representing the College and Foundation Boards, and having been appointed by the Chairmen of the respective Boards for the following purposes:

- (1) "To study the methods of similar Foundations in other institutions regarding their relationships to the college Board, Administration, and other integrated groups, and to evolve, therefrom, the necessary answers and procedures to clear up whatever lack of uniformity of understanding may exist with respect to the position that the Foundation should occupy in relation to the College Board, the Administration, and any integrated groups, such as the Ex-Students Association; and for the further purpose of establishing clear-cut procedures of operation.
 - (2) Evolve a plan and time-table for bringing about the ultimate unification of fund raising efforts in behalf of the College.
 - (3) To evolve a fund raising effort primarily aimed at endowment, which will produce and assure income each and every year.
 - (4) To return to the two Boards the work of the committee in the form of recommendations, for final approval. (Minutes of Texas Technological College Foundation Board of Directors meeting, October 2, 1954).
537. Upon motion made by Mr. Watkins, seconded by Mr. Benson, the Board authorized the Chairman of the Board to appoint a special committee of two members from the College Board of Directors to work with a committee of two members from the Texas Technological College Foundation Board, which was authorized on October 2, 1954, by the Foundation Board, to make a study of the organization of Foundation and other institutions and bring in recommendations with reference to a clearer understanding of the respective areas of responsibility, authority, and the correlation of the two Boards.

Chairman Thompson appointed Mr. W. D. Watkins and Mr. George E. Benson as members of this special committee."

(Meeting of College Board of Directors - 11/13/54)

And having met on July 6, 1955, in the offices of the President, and there considered the matters set forth in the above stated purposes, do hereby make the following recommendations to the Board of Directors of Texas Technological College and to the Board of Directors of the Texas Technological College Foundation:

1. GENERAL STATEMENT OF RELATIONSHIPS

(a) That, as to the working relationship between the College Board of Directors, the College Administration, and the Foundation Board of Directors, the matter of determining the needs of the College, and the priority of such needs, together with whether such needs are within the general program and policy of the College, shall rest with the College Board of Directors.

The matter of determining whether all, or what portion, of the needs of the College, as determined by the College Board of Directors, can be met from available funds; special fund raising efforts; or, through other available means in the light of good business operation, shall rest with the Foundation Board of Directors.

(b) The Administration of the College, including the employment of faculty or staff members, even where the money for same is allocated by the Texas Technological College Foundation, in whole or in part, shall be solely the responsibility and duty of the College Board of Directors.

(c) The working relationships between the College Board of Directors, the College Administration, the Foundation, and other integrated campus groups, should be one of mutual cooperation.

2. FUNCTION OF THE COLLEGE BOARD

(a) From time to time, the College Board of Directors shall determine the needs of the College which cannot be met from Legislative appropriations, and shall present such needs, in the order of their priority, through established procedures, to the Foundation Board of Directors as a request for whatever assistance the Foundation might be able to offer. The determination of priority shall be solely the responsibility of the College Board of Directors.

(b) Once the amount of allocation of funds, or other support, is determined by action of the Foundation Board of Directors in response to the request of the College Board, the disbursement of the allocated funds or support shall be the responsibility of the College Board of Directors.

3. FUNCTIONS OF THE FOUNDATION BOARD OF DIRECTORS

(a) Upon receipt of the request of the College Board of Directors for assistance in meeting the need, or needs, of the College, as determined by the College Board of Directors, the Foundation Board of Directors shall determine whether all, or what portion, of the request can be met, from available funds; special fund raising efforts; or through any other available means, in the light of good business operation.

(b) The Foundation Board of Directors shall have the responsibility for

- (1) Receiving all gifts to the College, of whatever nature.
- (2) Directing the investment of gifts or accrued funds, if, in their discretion, such investment is desirable, or if directed to do so by the donor.

- (3) Directing the management of properties given to the College.
 - (4) Channeling designated gifts to their proper place through established procedures.
 - (5) Allocating undesignated, accrued gifts to such extent as possible, in the light of good business operation, in response to the request of the College Board of Directors, as set forth in Section 2-a above.
4. That established procedures for the accomplishment of the policies and functions set forth above be created by the respective Boards at the earliest possible time, following their approval by the respective Boards.

We do not recommend, at this time, unification in whole, or in part, of fund raising efforts on the part of those campus groups, or Alumni, now engaging in such activities.

Respectfully submitted,

/s/ George E. Benson
George E. Benson

/s/ D. M. Wiggins
Dr. D. M. Wiggins

/s/ W. D. Watkins
W. D. Watkins

/s/ Leon Ince
Leon Ince

(Revised copy, including suggested changes made by the College Board. Referred back to the Coordinating Committee).

Board Minutes
November 5, 1955
Attachment No. 2A
Item No. 370

RECOMMENDATIONS OF THE COORDINATING COMMITTEE
REPRESENTING THE COLLEGE AND FOUNDATION BOARDS

We, the undersigned, constituting the Coordinating Committee, representing the College and Foundation Boards, and having been appointed by the Chairmen of the respective Boards for the following purposes:

- (1) "To study the methods of similar Foundations in other institutions regarding their relationships to the college Board, Administration, and other integrated groups, and to evolve, therefrom, the necessary answers and procedures to clear up whatever lack of uniformity of understanding may exist with respect to the position that the Foundation should occupy in relation to the College Board, the Administration, and any integrated groups, such as the Ex-Students Association; and for the further purpose of establishing clear-cut procedures of operation.
 - (2) Evolve a plan and time-table for bringing about the ultimate unification of fund raising efforts in behalf of the College.
 - (3) To evolve a fund raising effort primarily aimed at endowment, which will produce and assure income each and every year.
 - (4) To return to the two Boards the work of the committee in the form of recommendations, for final approval. (Minutes of Texas Technological College Foundation Board of Directors meeting, October 2, 1954).
537. Upon motion made by Mr. Watkins, seconded by Mr. Benson, the Board authorized the Chairman of the Board to appoint a special committee of two members from the College Board of Directors to work with a committee of two members from the Texas Technological College Foundation Board, which was authorized on October 2, 1954, by the Foundation Board, to make a study of the organization of Foundation and other institutions and bring in recommendations with reference to a clearer understanding of the respective areas of responsibility, authority, and the correlation of the two Boards.

Chairman Thompson appointed Mr. W. D. Watkins and Mr. George E. Benson as members of this special committee."

(Meeting of College Board of Directors - 11/13/54)

And having met on July 6, 1955, in the offices of the President, and there considered the matters set forth in the above stated purposes, do hereby make the following recommendations to the Board of Directors of Texas Technological College and to the Board of Directors of the Texas Technological College Foundation:

1. GENERAL STATEMENT OF RELATIONSHIPS

(a) That, as to the working relationship between the College Board of Directors, the College Administration, and the Foundation Board of Directors, the matter of determining the needs of the College, and the priority of such needs, together with whether such needs are within the general program and policy of the College, shall rest with the College Board of Directors.

The matter of determining whether all, or what portion, of the needs of the College, as determined by the College Board of Directors, can be met from Foundation available funds; special fund raising efforts; or, through other available means in the light of good business operation, shall rest with the Foundation Board of Directors.

(b) The Administration of the College, including the employment of faculty or staff members, even where the money for same is allocated by the Texas Technological College Foundation, in whole or in part, shall be solely the responsibility and duty of the College Board of Directors.

(c) The working relationships between the College Board of Directors, the College Administration, the Foundation, and other integrated campus groups, should be one of mutual cooperation.

2. FUNCTION OF THE COLLEGE BOARD

(a) From time to time, the College Board of Directors shall determine the needs of the College which cannot be met from Legislative appropriations, and shall present such needs, in the order of their priority, through established procedures, to the Foundation Board of Directors as a request for whatever assistance the Foundation might be able to offer. The determination of priority shall be solely the responsibility of the College Board of Directors.

(b) Once the amount of allocation of funds, or other support, is determined by action of the Foundation Board of Directors in response to the request of the College Board, the disbursement of the allocated funds or support shall be the responsibility of the College Board of Directors.

3. FUNCTIONS OF THE FOUNDATION BOARD OF DIRECTORS

(a) Upon receipt of the request of the College Board of Directors for assistance in meeting the need, or needs, of the College, as determined by the College Board of Directors, the Foundation Board of Directors shall determine whether all, or what portion, of the request can be met, from available funds; special fund raising efforts; or through any other available means, in the light of good business operation.

(b) The Foundation Board of Directors shall have the responsibility for

(1) Receiving gifts for the College.

(2) Advising with the Board of Directors of the College in the investment of gifts or accrued funds, when such investment seems desirable, or when the College is directed to do so by the donor.

- (3) Directing the management of such properties given to the College as may be intrusted to the Foundation for that purpose by the College Board.
 - (4) Channeling designated gifts to their proper place through established procedures,
 - (5) Allocating undesignated, accrued gifts to such extent as possible, in the light of good business operation, in response to the request of the College Board of Directors, as set forth in Section 2-a above.
4. That established procedures for the accomplishment of the policies and functions set forth above be created by the respective Boards at the earliest possible time, following their approval by the respective Boards.

We do not recommend, at this time, unification in whole, or in part, of fund raising efforts on the part of those campus groups, or Alumni, now engaging in such activities.

STATE OF TEXAS §
 §
COUNTY OF LUBBOCK §

THIS AGREEMENT made the 14th day of October 1955, by and between the Board of Directors of the Texas Technological College, Lubbock, Lubbock County, Texas, acting herein by and through Charles C. Thompson, Colorado City, Mitchell County, Texas, Chairman of the Board of Directors, hereinafter called the Owner, and Herbert Brasher & Associates, Architects-Engineers of Lubbock, Lubbock County, Texas, hereinafter called the Architect.

WITNESSETH, that whereas the Owner intends to construct a gymnasium and swimming pool on the Campus of Texas Technological College, Lubbock, Texas.

NOW, THEREFORE, the Owner and the Architect for the consideration hereinafter named agree as follows:

THE ARCHITECT agrees to perform for the above-named work professional services hereinafter set forth.

THE OWNER agrees to pay to the Architect for such services a fee of five percent (5%) of the cost of the work, not including movable furniture and equipment, with other payments, and reimbursements as hereinafter provided, the said percentage being hereinafter referred to as the basic rate.

ARTICLE 1. THE ARCHITECT'S SERVICES: The Architect's professional services consist of the necessary conferences, preparation of preliminary studies, complete working drawings and specifications covering the architectural, structural, plumbing, heating and air conditioning, electrical and other mechanical phases of the work, large-scale and full-size detail drawings, assistance in drafting of forms of proposals and contracts, the issuance of certificates of payments, the keeping of accounts, the general administration of the business, and the supervision of the work.

ARTICLE 2. EXTRA SERVICES AND SPECIAL CASES: If the Architect is caused extra drafting or other expense due to changes order by the Owner, (subsequent to acceptance of preliminary drawings and not necessary in order to award the construction contract) or due to the delinquency or insolvency of the Owner or Contractor, or as a result of damage by fire, they shall be equitably paid for such extra expense and service involved.

ARTICLE 3. PAYMENTS: Payments to the Architect on account of his fee shall be made as follows, subject to the provisions of Article 2:

- a. Upon completion of the preliminary studies a sum equal to twenty per cent (20%) of the basic rate computed on a reasonable estimated cost.
- b. Upon completion of working drawings and specifications a sum sufficient to increase payments on the fee to seventy-five per cent (75%) of the rate or rates of commission arising from this agreement, based on a reasonable estimated cost of the work covered by such completed drawings and specifications.
- c. Upon final acceptance of the building by the Owner, a sum sufficient to complete payment of the total fee based on the actual cost of the work for which services were hereinbefore specified.
- d. No deductions shall be made from the Architect's fee on account of penalty, liquidated damages, or other sums withheld from payments to contractors.

ARTICLE 4. SUPERVISION OF THE WORK: The Architect shall supervise the work to guard the Owner against defects and deficiencies in the work of the Contractors, but he does not guarantee the performance of their contracts.

ARTICLE 5. PRELIMINARY ESTIMATES: When requested to do so, the Architect will furnish preliminary estimates on the cost of the work, but he does not guarantee the accuracy of such estimates.

ARTICLE 6. DEFINITION OF THE COST OF THE WORK: The cost of the work as herein referred to means the total cost to the Owner, but such cost shall not include attorney's, architect's or engineer's fee or salary of inspector and shall not include movable furniture and equipment.

ARTICLE 7. OWNERSHIP OF DOCUMENTS: Drawings and specifications as instruments of service are the property of the Architect, whether the work for which they are made be executed or not.

The Architect agrees to provide to the Owner three (3) complete sets of plans and specifications and one (1) complete set of plans suitable for direct printing, all to cover the work "as built" including all alterations, changes and revisions.

ARTICLE 8. SUCCESSORS AND ASSIGNMENTS: The Owner and the Architect each binds himself, his partners, successors, executors, administrators, and assigns to the other party to this agreement and to the partners, successors, executors, administrators, and assigns of such other party in respect of all covenants of this agreement.

Except as above, neither the Owner nor the Architect shall assign, sublet, or transfer his interest in this agreement without the written consent of the other.

Full Performance: The Owner and the Architect hereby agree to the full performance of the covenants contained herein.

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

BOARD OF DIRECTORS
TEXAS TECHNOLOGICAL COLLEGE

ATTEST:

By: (sgd.) Charles C. Thompson
Chairman of Its Board of Directors

HERBERT BRASHER & ASSOCIATES

(sgd.) J. Roy Wells
Secretary

(sgd.) Herbert Brasher
Architect

TEXAS TECHNOLOGICAL COLLEGE, LUBBOCK, TEXAS

REPORT ON SMALL CLASSES, FALL SEMESTER, 1955
At the Close of the 12th Class Day (September 29, 1955)

Reported by Course Number, Description, Enrollment and Justification

CODE AND JUSTIFICATIONS FOR SMALL CLASSES

Code

1. This is a required course for graduating seniors now enrolled.
2. The retention of this course will enable the Department to keep a minimum program in this field.
3. This is a technical course for junior and senior students. The course is necessary for the students to complete degree requirements and will be offered only one time during the school year.
4. This is a required course for majors in this field and should be completed this semester to keep the proper sequence in courses.
5. This is a required course for seniors and/or graduate students in this field and will be offered only one time during the school year.
6. This is a required course and the limited laboratory equipment will not permit scheduling more than 12 to 15 students in one section. The other laboratory sections of this course have an enrollment of 12 students or more and are filled to capacity.

ORGANIZED CLASSES ONLY

Course and Section Number	Course Title	Enrollment			Justification Code
		U	G	T	

DIVISION OF AGRICULTURE

Agricultural Economics

Rural Sociology

431-1	Socio-Economic Surveys of Rural Areas	5	0	5	5
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Agricultural Engineering

431-1	Functional Design of Farm Buildings	7	0	7	5
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Agronomy

437-1	Range Plant Management	5	0	5	5
439-1	Soil Microbiology	3	1	4	5
511-1	Agronomy Seminar	0	1	1	5
535-1	Research Methods	0	4	4	5

Dairy Industry

338-1	Testing Dairy Products	8	0	8	4
412-A	Starters and Cultured Milk	8	0	8	5
434-1	Buttermaking	8	0	8	5
437-1	Creamery Management and Merchandising	9	0	9	5

ORGANIZED CLASSES ONLY						
Course and Section Number	Course Title	Enrollment			Justification Code	
		U	G	T		
<u>DIVISION OF AGRICULTURE</u>						
<u>Horticulture and Park Management</u>						
<u>Entomology</u>						
324-1	Applied Entomology	6	0	6	4	
<u>Horticulture</u>						
3311-1	Landscape Planning and Maintenance	9	0	9	4	
336-1	Landscape Design	9	0	9	4	
<u>DIVISION OF ARTS AND SCIENCES</u>						
<u>Biology</u>						
<u>Zoology</u>						
336-1	Comparative Invertebrate Morphology	4	5	9	1 & 3	
<u>Botany</u>						
339-1	Plant Anatomy	3	2	5	1 & 3	
<u>Chemistry and Chemical Engineering</u>						
436-1	Biological Chemistry I	7	1	8	1 & 3	
<u>Education and Philosophy</u>						
435-1	Educational Evaluation	4	3	7	1	
<u>Philosophy</u>						
332-1	History of Philosophy	8	1	9	1	
<u>English</u>						
334-1	Creative and Professional Writing	9	0	9	1	
4327-1	English Novel from Lyly to Scott	6	2	8	1	
<u>Geology</u>						
335-3	General Paleontology	6	0	6	4 & 5	
431-2	Optical Mineralogy and Petrography	8	1	9	4 & 5	
4311-1	Economic Geology. Non-metallics	3	2	5	4 & 5	
4317-1	Geophysical Methods. Gravity and Magnetic	5	2	7	4 & 5	
<u>Health and Physical Education and Recreation</u>						
3313-1	Theory and Practice of the Dance	7	0	7	3	
438-1	Curriculum Development in Physical Education	8	0	8	1 & 5	

ORGANIZED CLASSES ONLY

Course and Section Number	Course Title	Enrollment			Justification Code
		U	G	T	

DIVISION OF ARTS AND SCIENCES

Journalism

331-1	Newspaper Feature Articles	<u>9</u>	<u>0</u>	<u>9</u>	<u>3 & 4</u>
335-1	History of American Journalism	<u>9</u>	<u>0</u>	<u>9</u>	<u>5</u>
336-1	Advanced Reporting	<u>8</u>	<u>0</u>	<u>8</u>	<u>3 & 4</u>
338-1	News Editing	<u>8</u>	<u>0</u>	<u>8</u>	<u>3 & 4</u>
3318-1	Radio-Television News Writing	<u>7</u>	<u>1</u>	<u>8</u>	<u>3 & 4</u>
434-1	Editorial Writing	<u>5</u>	<u>0</u>	<u>5</u>	<u>1</u>

Psychology

431-1	Tests and Measurements	<u>0</u>	<u>6</u>	<u>6</u>	<u>5</u>
4315-1	Advanced Statistical Methods	<u>2</u>	<u>5</u>	<u>7</u>	<u>5</u>
4326-1	Psychology of the Blind	<u>2</u>	<u>6</u>	<u>8</u>	<u>5</u>
434-1	Introduction to Social Psychology	<u>7</u>	<u>2</u>	<u>9</u>	<u>5</u>

Speech

333-1	Stagecraft	<u>6</u>	<u>0</u>	<u>6</u>	<u>1</u>
437-1	Persuasion	<u>7</u>	<u>1</u>	<u>8</u>	<u>1</u>
439-1	Methods in Teaching Speech	<u>8</u>	<u>0</u>	<u>8</u>	<u>3</u>
4319-1	Speech Correction Methods	<u>5</u>	<u>2</u>	<u>7</u>	<u>3</u>
4351-1	History of Speech and Theater	<u>8</u>	<u>1</u>	<u>9</u>	<u>1</u>

DIVISION OF BUSINESS ADMINISTRATION

Economics

333-1	Public Expenditures	<u>9</u>	<u>0</u>	<u>9</u>	<u>1 & 5</u>
432-1	Foreign Market Surveys	<u>6</u>	<u>0</u>	<u>6</u>	<u>1 & 5</u>
436-1	Development of Economic Doc- trines	<u>7</u>	<u>1</u>	<u>8</u>	<u>1 & 5</u>

Management

433-1	Labor Legislation	<u>8</u>	<u>1</u>	<u>9</u>	<u>5</u>
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Marketing

4318	Mechanical Production of Advertising	<u>7</u>	<u>1</u>	<u>8</u>	<u>5</u>
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DIVISION OF ENGINEERING

Architecture and Allied Arts

<u>Architecture</u>					
224-C	Freehand Drawing III	<u>9</u>	<u>0</u>	<u>9</u>	<u>6</u>

ORGANIZED CLASSES ONLY					
Course and Section Number	Course Title	Enrollment			Justification Code
		U	G	T	

DIVISION OF ENGINEERING

Architecture and Allied Arts (Continued)

Allied Arts

3311-1	Principles of Drawing and Painting, and Theory of Design	5	0	5	6
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Civil Engineering

437-1	Water Supply and Treatment	8	0	8	5
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Electrical Engineering

4112-B	Alternating Current Machin- ery Laboratory	9	0	9	5 & 6
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4112-D	Alternating Current Machin- ery Laboratory	8	0	8	5 & 6
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Petroleum Engineering

434-1	Natural Gas Engineering	7	0	7	5 & 6
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Textile Engineering

235-1	Textile Fibers	6	0	6	3
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331-1	Advanced Yarn Manufacturing	7	0	7	3
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333-1	Textile Bleaching	3	0	3	3
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335-1	Fabric Design and Weaving	3	0	3	3 & 5
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431-1	Fabric Analysis and Ad- vanced Design	6	0	6	3 & 5
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435-1	Textile Finishing	4	0	4	3 & 5
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437-1	Textile Casting	6	0	6	3 & 5
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DIVISION OF HOME ECONOMICS

Foods and Nutrition

432-1-433	Advanced Nutrition and Child Nutrition	8	1	9	5
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Home Economics Education

435-1	Adult Leadership in Home Economics	5	1	6	5
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536-1	Problems	0	2	2	5
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Three of these classes have been adjusted since the twelfth class day which leaves a net of 59 small classes.

Texas Technological College
Lubbock, Texas

Office of the Vice President

October 12, 1955

Dr. E. N. Jones, President
Texas Technological College
Campus

Dear Dr. Jones:

As you requested, I wish to state the reasons why the Deans have long felt that it would be desirable to start referring to our Divisions as Schools.

The primary reason lies in the fact that, in institutions with which we compare, School is the common and generally understood name given to those administrative units which we call Divisions. In our practice we are out of step.

There are two distinct patterns of nomenclature in this respect, one found in universities and one found in the larger, complex colleges. Other patterns are found in the single purpose liberal arts and teachers colleges, but I disregard them since Tech is quite unlike both of them.

The universities employ the first pattern of nomenclature, which is to refer to the larger internal administrative units as colleges. Since Texas Tech is known as a college, it obviously would not do to speak of colleges within the College.

The second pattern is found in the larger, multi-purpose colleges, which regularly designate these internal units as Schools. By virtue of its services as well as its size, Tech is one of this category of institution. Yet we set ourselves distinctly apart from these institutions in using the term Division, and not to our advantage. In talking with persons (e.g., prospective faculty members) who do not know us, it is usually necessary to explain that "our Divisions are really Schools."

The term Division carries one connotation and one further denotation that add to the confusion. Some institutions much smaller than Tech that like to think of themselves as "multi-purpose" have grouped departments into Divisions, partly for reasons of convenience and partly for reasons of prestige (a department cannot have a dean but a Division can). The result is that an institution which has Divisions with deans is immediately thought of as belonging in this category.

Then, the term Division denotes a very specific entity within the university organization and nomenclature. University Colleges are often further broken down into smaller units of related departments which bear the name Divisions. The following examples from the University of Illinois are typical. Within the College of Liberal Arts and Sciences are the following Divisions, embracing the departments listed in parentheses:

Humanities (English, Philosophy, French, German, Spanish,
Russian, Speech)

Social Sciences (Economics, Political Science, History,
Sociology, Anthropology)

Biological Sciences (Botany, Bacteriology, Zoology, Physi-
ology, Entomology).

It is both interesting and enlightening to search the history of Texas Technological College for background on this question.

Dr. E. N. Jones
October 12, 1955
Page 2

The Preliminary Announcement of the new institution, dated April, 1925, speaks of four Colleges: Liberal Arts, Agriculture, Engineering, and Household Economics.

The First Annual Catalog (Vol. 2, #1), published in January 1926, refers to the same four entities as Schools. And Schools they remained until the Eighth Annual Catalog (Vol. 9, #3) for 1932-33, published in July 1933, refers to them as Divisions.

This latter change was made by the College's second President, in 1932. Apparently it was made for two reasons: first, as part of the effort to keep the economy-minded legislature from stripping Tech down to a liberal arts college; and second, to restrain any tendencies the four Schools might have had toward autonomy, and to emphasize the one-ness of the institution.

The growth of the College has fully removed any question concerning the need for an institution of its kind in West Texas.

As to the proposed change to Schools encouraging a decrease in institutional loyalty or in a feeling of one-ness, it is my considered judgment that nothing of the sort will occur. It is one of Tech's dominant characteristics that all departments and divisions think in institutional terms to an uncommon degree. To this I would add that the faculty likes doing business this way, and that our way of doing things--e.g., the Study of Academic Programs, the Study of Teacher Education--makes inevitably for institution-mindedness.

Sincerely,

(sgd.) G. E. Glesecke
Vice President

MEMORANDUM
FROM
OFFICE OF THE VICE PRESIDENT
AND COMPTROLLER

October 19, 1955

Dr. E. N. Jones, President
Campus

SUBJECT: Revised Estimates of Education
and General Funds for 1955-56

When the budget for 1954-55 was prepared, the amount of \$123,800 from the reserves was used to fund the budget with a balance of \$20,468. During the year, additional appropriations in the net amount of \$198,900 were made. At one time, it looked as if a total of \$225,000 might be required from the reserves for the annual operation. However, due to the \$144,373 increase in local income over the budgeted estimate and various unexpended departmental balances and credits, only \$115,255 was required from reserves during the year.

In the budget for 1955-56, there is a balance of \$133,623 in estimated income over expenditures. Mr. Walker's revised estimate on local income, using the experience of the month of September, 1955 as a guide, shows the local income for this year as \$952,031, an increase of \$159,157 over the budgeted estimate of \$792,874. The revised estimate should be realized, but it was calculated on a near maximum basis. Adding the \$133,623 and the \$159,157 to the unappropriated balance of \$12,919 on August 31, 1955, the total funds available are \$305,699. Subtracting the \$15,311 net appropriations for this year to date, as per Mr. Wells' schedule, and the \$56,709, which you wish to hold in reserve for teaching salaries for next fiscal year, leaves an estimated unappropriated balance of \$233,679.

In addition, some funds will be available to Texas Tech from the \$1,000,000 legislative appropriation for teaching salaries for next year. In my opinion, we should receive at least \$100,000 from the appropriation, and it could go as high as \$200,000.

(sgd.) M. L. Pennington
Vice President and
Comptroller

MLP/mc

cc Mr. J. Roy Wells
cc Mr. E. D. Walker

Wilson, Wilson & Logan
Attorneys
509 McBurnett Building
P. O. Box 685
San Angelo, Texas

October 25, 1955
Dict. 10-24-55

Hon. Charles C. Thompson, Chairman
Board of Directors
Texas Technological College
Colorado City, Texas

Re: Guinn vs. A & M et al.

Dear Mr. Thompson:

No doubt you have noticed that last week the Supreme Court denied a Writ of Error in the Guinn case. We are filing Motion for Rehearing, but do not have too much hope of success since it is rare that a Supreme Court changes its mind by such motion.

I am enclosing a photostat of a clipping from the Standard Times, which pretty well gives a resume' of the proceedings that have been had in this case, although not entirely accurate. For one thing the Guinn estate is not worth two hundred thousand as we have viewed it during the past several years.

Assuming the Supreme Court overrules our motion for rehearing, we will then be subject to a setting in the District Court at Mertzon which I do not imagine Mrs. Guinn will be too long insisting on. As I have mentioned to you before, we now have an extremely short stick to fight with since the burden of probating the Will is now upon the colleges and our only testimony as to the witnessing of the Will is in the nature of the deposition taken by Bill Hall, an attorney of this city who originally probated the will, from Mr. and Mrs. Hudson who purported to witness the will. This deposition, you will recall, was the usual and formal deposition taken of a witness to a will, and of course, stated that the will was witnessed at the request of Bill Guinn, in his presence and that he was of sound mind. The Hudsons, you will recall, completely repudiated this testimony at the will contest hearing held in the District Court in January nearly two years ago. Since we were able to get no further than the hung jury when the burden of proof was on Mrs. Guinn, I cannot hold out much hope of success now that this burden of proof has shifted to us.

We presume, however, that it is the wish of Texas Tech, as it is, we understand, of A & M, that every effort be made by the District Court to obtain the probate of the will and we shall proceed on the theory that it is Tech's desire to further pursue this case unless you advise us to the contrary.

We are again enclosing a statement bringing charges in connection with this matter up to date, but we expect that Tech will want to wait until this matter has been completely disposed of before presenting this for payment.

With regards, I am

Very truly yours,

WILSON WILSON & LOGAN

(Sgd.) Ralph Logan
Ralph Logan

RL:AT
Enc.

cc: Dr. E. N. Jones, President
Texas Technological College
Lubbock, Texas

TEXAS TECHNOLOGICAL COLLEGE

San Angelo, Texas, October 5, 1955

Lubbock, Texas

In Account With
WILSON, WILSON & LOGAN
Attorneys
509 McBurnett Building
P. O. Box 685
San Angelo, Texas

1954

October - Preparation of Answer to Motion to Dismiss & Hearing . . . \$ 50.00

1955

January - Work on Brief on Appeal, Austin Court 100.00
March - Probate Hearing - County Court - Mertzon 50.00
July - Preparation of Application for Writ of Error & Brief . . . 150.00
Sept. - Arguing Motion to Stay pending Application for Writ
of Error - Mertzon 50.00
\$400.00

Expenses Advanced:

Telephone Calls to Attorney General
at Austin \$13.30
3 Trips to Mertzon and return . . . 12.60
(180 Mi. @7¢)
Telephone Call to Clerk at Mertzon. .94 26.84
\$426.84

Thank You.

TEXAS TECHNOLOGICAL COLLEGE
BID TABULATIONS FOR EXTENSION OF THE ELECTRICAL DISTRIBUTION SYSTEM
LISTED IN ORDER OF THE OPENING OF THE BID
BIDS OPENED AT 10:04 A. M. AND READ ALOUD

Contractor	Base Bid	Alt. No. 1	Alt. No. 2	Alt. No. 3	Time
Harman Electrical Construction Co., Dallas	\$94,670	\$-1,540	\$+7,289	\$-5,120	150 days
Rob Roy Electric, Inc., Dallas	91,227	-1,946	+6,452	-4,372	60 days
Loyd Electric Com- pany, Inc., San Antonio	92,500	-1,450	+6,890	-4,670	150 days
American Electric Company, Lubbock	87,063	-1,613	+5,835	3,901	60 days (a)
Nelson Electric Company, Lubbock	89,500	-1,812	+5,793	-5,261	90 days (b)
Lively Electric Company, Borger	83,400	-1,600	+4,750	-1,475	120 days
Simmons & Simmons Austin	91,161	- 700	+7,700	-2,000	200 days
R. S. Goodman Com- pany, Inc., Denison	121,339.75	-1,883.30	+6,755	-5,043	175 days
F & S Electric, Lubbock	98,877	-1,899	+6,346	-3,672	180 days
Lewis Construction Company, Tahoka	Secured plans and specifications but did not bid.				

(a) 60 days after delivery of materials.

(b) 90 days after receipt of all materials.

TEXAS TECHNOLOGICAL COLLEGE
TABULATION OF BIDS OPENED NOVEMBER 5, 1955 AT 9 A.M.
EXTENSION OF UTILITY TUNNEL AND SERVICE LINES
TO THE LEN AND HARRIETT McCLELLAN MEMORIAL INFIRMARY

Extension of the utility tunnel and the service lines for the Len and Harriett McClellan Memorial Infirmary as follows:

Concrete Work

Construction of a reinforced concrete tunnel, 3' x 5' inside, to extend from the existing utility tunnel, west of Drane Hall, to the north corner of the Infirmary for an approximate distance of 100'. The tunnel is to be provided with two access manholes and to be completely waterproof, top and sides.

Mechanical Work

Extension of the utility lines from the existing tunnel to the Infirmary, inside the new concrete tunnel - the lines are to consist of a 3" steam supply, 1½" condensate return and a 4" waterline. The steam supply line and the condensate return line are to be insulated.

The following is a tabulation of the bids received and opened on November 5, 1955:

Contractors Receiving Plans and Specifications Bid

Concrete Work

Ray Williams, Lubbock, Texas - - - - -	No bid
D. D. Humphries, Lubbock, Texas - - - - -	No bid
Joe Telford, Lubbock, Texas - - - - -	No bid
H. R. Bundock, Lubbock, Texas - - - - -	\$5,638.00
W. G. McMillan and Son, Lubbock, Texas - - - - -	\$3,977.00
Eddie Lynch, Lubbock, Texas - - - - -	No bid

Mechanical Work

McKinley Company, Lubbock, Texas - - - - -	No bid
Anthony Company, Lubbock, Texas - - - - -	No bid
P & C Mechanical, Lubbock, Texas - - - - -	No bid
Roche Newton and Company, Lubbock, Texas - - - - -	No bid
Samson Plumbing Company, Lubbock, Texas - - - - -	No bid
W. G. McMillan and Son, Lubbock, Texas - - - - -	\$2,621.00

In addition to the separate bids tabulated above, W. G. McMillan and Son, Lubbock, Texas, submitted a combined bid for the total work in the amount of \$6,550.00.

Board Minutes
November 5, 1955
Attachment No. 10
Item No. 373

THE INTERFRATERNITY COUNCIL
TEXAS TECHNOLOGICAL COLLEGE
Lubbock, Texas

November 5, 1955

Mr. Charles C. Thompson
Chairman of the Board of Directors
Texas Technological College
Lubbock, Texas

Dear Sir:

The Interfraternity Council is requesting permission through Dr. Jones that we be permitted to have a representative present at the Board of Directors meeting on December 10, 1955.

It is our understanding that the Unit Housing Program will be discussed thoroughly at that meeting, and that possibly a decision will be made at that time.

We do not wish to ask questions at this meeting, but merely to be represented so we may hear the arguments for and against such a plan. The Interfraternity Council feels that this will enable us to understand the feeling of the Board of Directors to a greater degree.

Thanking you for your time and consideration I remain

Sincerely yours,

(Sgd.) Bob Beckham

Bob Beckham
President I.F.C.