MEETING OF THE EXECUTIVE COMMITTEE OF THE BOARD OF REGENTS  
Monday, June 28, 1920, at the Office of Mr. A. A. Sedillo.

Present:- Messrs. Reidy, Sedillo, Montoya, and Hill.

After the distribution of the copies of the Minutes of the last meeting of the Executive Committee the following twelve matters were considered:

Cash Balances

President Hill reported the following memorandum from the Financial Secretary, Miss Parsons:

Balances June 28/20-A.M.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Gen Mtc</td>
<td>$23,277.33</td>
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<tr>
<td>Home Ec.</td>
<td>10,696.60</td>
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<tr>
<td>Dept Hyg</td>
<td>9,332.19</td>
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<tr>
<td>Appt Bldgs</td>
<td>1.00</td>
</tr>
<tr>
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<td><strong>43,307.12</strong></td>
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<tr>
<td>PS.B Fd.</td>
<td>914.97</td>
</tr>
<tr>
<td>S.S.R.Fd.</td>
<td>50.00</td>
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It is to be noted that the above cash balance does not include the additional allotment of about $17,000 which has been reported by Santa Fe in the press but which has not been delivered to the University.

Bids on Home Economics Building

Pursuant to the advertised notice for bids for the erection of the Home Economics Building, the bids received were opened and read by the Secretary-Treasurer, as follows:

W. Hesselden of Albuquerque:

I propose to furnish all the necessary materials and labor required in the erection of a Home Economics Building as per plans and specifications drawn by you for the sum of Twenty-one thousand seven hundred and no/100 ($21,700.00) dollars. If bond is required add to the above 2%. It is understood that payments are to be made every thirty days in amounts to equal 65% of the materials and labor on the grounds at the time payment is made.

E. J. Marchant of Roswell:

My bid for the erection and completion of the proposed new "Home Economics Building" according to Plans prepared by A. K. Leupold, architect, is fifteen thousand seven hundred and twenty dollars, $15,720.00.

Respectfully submitted,
E. J. Marchant.

Enclosed please find certified check $850, can make surety bond for full amount contract price.

Bids on part of the work were also turned over by Mr. A. K. Leupold, as follows:
One from H. W. Johns-Manville Co., Denver, Colorado for furnishing and applying their three Ply Phoenix Asbestos Built-up Roofing for the sum of $604.00 under special conditions denoted as Division A. and $508 under special conditions denoted as Division B.

Nash Electrical Supply Company, for wiring the building for $312.00.

On motion duly made by Dr. J. A. Reidy, and seconded by Mr. A. A. Sedillo the bid of E. J. Marchant was accepted, it being the lowest.

It was moved by Mr. Sedillo and seconded by Mr. Montoya that the contractor be required to furnish a surety bond for the full amount of his bid as indicated in Mr. Marchant's letter. The motion carried.

President Hill was instructed to communicate to Mr. E. J. Marchant the fact that his bid had been accepted.

In accordance with the instructions received at a previous Contract meeting, President Hill reported a definite proposition obtained in writing from Mr. Prager, Manager of the Albuquerque Gas and Electric Company.

"In reference to the recent conversation had relative to our 2200 volt circuits constructed overhead from E. Central Avenue over the property of the University to the pump house, kindly be advised that we are perfectly willing to cooperate with the University in making this overhead line as safe as possible and if the Board of Regents of the State University desire to have this line placed underground we will be willing to help finance this cost in the following manner.

Our company will furnish the materials, labor, and superintend the construction of this work. It will be constructed according to the National Electric Light Code for this class of work, using 1-1/4 conduit from our pole line on Central Ave. underground to the pump house on a direct line. A trench approximately 6" wide and 18" deep will be built for this conduit and cambric covered wire, which is capable of handling 6600 volts will be used for the distribution of this current to the transformers. This trench would go over your grass but the grass would be replaced practically as good as when torn up.
We have enough material on hand to place 2300 volt line underground. If you desire to have the other lines placed underground it will be necessary for us to order this material. We would suggest that the line from the pump house to the main building be placed underground at the same time and this could be handled by using rubber covered wire and 1-1/4" conduit and the same size trench as on the main line. The balance of the lines, in our estimation, it would not be necessary to place underground at the present time as there is nothing dangerous and they probably would be changed in the future on account of the building.

If we had all the material here to do the job on the 2300 volt and 110-220 volt lines same could be completed in approximately one week. However, the entire job could be completed this summer before school opens in the Fall.

The cost of this job completed, which means the construction of the underground 2300 volt line from our main line to the pump house and from the pump house to the main building is approximately $500.00. The cost of the material will be about 50% and the labor 50% and our company will stand the cost of the labor provided the University will stand the cost of the material and we will charge the material out at our cost price, plus 10%, to the University.

We will not take any action in this matter until we hear from you, but should you decide to have this done it would be best to have action taken immediately so that we can place orders for any extra materials that are needed for the same as under present conditions it would take a month or two to get the material shipped."

The proposition of Mr. Prager was accepted and President Hill was instructed to notify him accordingly.

Contract for Street Paving.

It was agreed upon presentation of measurements secured by President Hill from Mr. Frank, that the Executive Committee was willing to sign a contract for the paving of not more than 1200 feet on East Central Avenue eastward from the center of Plum Street. President Hill was instructed to secure after conference with City Engineer, Mr. Duerr, a proper form of contract which would eliminate the ambiguities and defects in the printed forms which had been distributed for the signatures of abutters by the promoters of the paving project. These defective forms contained the words -- "to the eastern end of the property of the New Mexico State University."

Bids for Surplus Property

The following bids on surplus property listed and advertised by Mr. Williams were reported by him through President Hill:

Thaxton & Company -- 4 bathtubs, fittings with same and 5 hot water boilers, --$50.75
Leonardo Hunick, - ditching machine -------$35.00
Jeramina Anaya, - harness --$18.00; flat wagon, --$20.00; plow, --$5.00; scraper, --$1.50; light wagon, --$3.00.
E. E. Heisch, - cement mixer, --$22.50
W. Farmer, - barbe wire and kettle, --$10.50.
Mrs. John W. Wilson, President County Board of Education of Bernalillo County, - five steel flag poles as they stand to be used at the rural schools of Bernalillo County, --$20.00.

All of the above bids were rejected by the Executive Committee with the exception of the one from the President of the County Board of Education for five steel flag poles. It was thought by the Committee that all of the bids were exceedingly low and it would be better to retain the property for the present.

Use of Alcohol in Laboratories

President Hill reported upon a communication from the United States Internal Revenue Office concerning proof as to the use of alcohol for scientific purposes in the University. This alcohol was received in October, 1917 and the President of the University is required to sign a statement that the same was used under his supervision. Since President Hill arrived in August, 1918, he desired to have record made to that effect.

Bill from Dr. David Twitchell aggregating some $46.00

Bills from Dr. David Twitchell were received along with a letter from Dr. Twitchell. These bills were for taxicabs used by Dr. Twitchell during the Influenza epidemic some months ago. Subsequently to his services to the University in this and other matters, Dr. Twitchell, it seems, suffered a nervous breakdown and left Albuquerque. The Committee ordered the bill paid and the same to be charged to Contingent Fund.

Request for use of Property

A communication from Messrs. Dempsey and Markie to the Board was read, for the use of property adjoining the University for a "Roundup" during the Bankers Convention at a date not specified. The matter was referred to President Hill with instructions to investigate the nature of this affair and the parties who might be responsible for the protection of property and order.
Bill for Sweaters for Football Men

Attention was called to a balance of $98.00 due O. A. Matson and Company from the Student Body of the University. It seems that Mr. Caldwell, Manager of the Football Team, last Fall contracted for sixteen sweaters to cost $296. Mr. Matson took up the matter repeatedly with President Hill to obtain the balance due of $98.00 and was told that this matter was primarily an obligation of the Student Body and not of the Board of Regents. Finally, President Hill agreed to secure payment of the amount upon the following conditions: Matson would contribute $15.00, Hill would contribute $20.00 in addition to $10.00 already contributed, the Student Body would raise immediately one half of the entire amount, $49.00 and afterwards President Hill would ask the Board to pay the balance in order to clear up the matter. The balance due is $14.00 and the Committee ordered the same paid.

Use of Rodey Hall for Dramatic Entertainments.

Note was taken of a printed announcement in the local press that a dramatic entertainment would be given in Rodey Hall under the auspices of the Community Playhouse Association on Friday evening, July 2, 1920. No authorization from the Board of from President Hill, prior to or subsequently to the announcement in the press, had been secured for the affair. President Hill reported that he had sent word to the parties interested that while the University was willing to cooperate in providing the use of halls for such entertainments, nevertheless, the University was closed at this time, and special provision must be made for janitorial services, cleaning, illumination, etc., if Rodey Hall was to be used. Thereupon he received the following communication from Miss Hickey:

"The Community Playhouse Association respectfully asks the use of Rodey Hall for a guest performance by the Santa Fe Drama League on Friday evening, July second at 8:15. Admission will be charged of seventy-five cents, and one dollar.

As it will be necessary to set up scenery during the afternoon, the management will appreciate if if the hall is opened in the early afternoon."

It was resolved that the play could be held on next Friday evening under the auspices of the Community Playhouse Association and that a fee of $20.00 would be charged for the use of the Hall. President Hill was instructed to communicate this at once to Miss Hickey: He wrote the following letter:

"Your letter addressed to the President of the University and in behalf of the Community Playhouse Association for the use of Rodey Hall for a performance by the Santa Fe Dramatic League on Friday evening, July 2, at 8:15 and for which an admission of 75 cents and one dollar respectively
will be charged, has been referred to the Executive Committee of the Board of Regents. Although the University is closed for the summer months, the Executive Committee authorized me to say that the University willingly cooperates with the Community Playhouse Association upon this occasion and the Hall will be available for you at the time named in your letter.

The Executive Committee also instructs me to say that a fee of $20.00 will be charged the Community Playhouse Association for the use of the Hall, janitorial services, illumination, etc., for this occasion. You will please remit this amount to Mr. R. H. Kirk, Executive Assistant at the University of New Mexico.”

Note: Shortly after the receipt of this note Miss Hickey telephoned President Hill that for various reasons she preferred to use the High School Auditorium.

The following letter, addressed to the Secretary-Treasurer of the Board of Regents, Dr. J. A. Reidy, was noted:

“I beg to call your attention to the fact that I handle a complete line of school furniture, laboratory equipment. By glancing over my letter-head, you will see that I have connections with the largest and best known manufacturers of school equipment in the United States. I handle these lines as exclusive state distributor.

I will highly appreciate an opportunity to figure with you on the equipment which you will need for the new home economics building and also for other supplies and equipment which you may need for the other departments of the university.

The various laboratories in the university are now equipped with the Kewaunee line of laboratory furniture and in this connection I wish to call your attention to the fact that I now have the exclusive state agency for the Kewaunee Manufacturing Company, Kewaunee, Wisconsin. I am in a position, therefore, to supply you with the same type of laboratory equipment that you now are using.

The fact that I am now an employee of the university, it seems to me, should not prevent my doing business with your board as by the time settlement is made for purchases made from me, it is very likely, so far as I know, that my connection with the university will have ceased. My contract as an employee of the University, unless same is renewed, expired on the 31st of July next.”

Yours very truly
Atanasio Montoya.
This matter had previously been referred to President Hill and he brought in the following reply which he was instructed to send to Mr. Atanasio Montoya:

"Your letter of recent date concerning the termination of your contract with the University, and calling attention to your readiness to supply equipment for the new Home Economics Building which letter was sent to Dr. J. A. Reidy, Secretary of the Board of Regents, has been referred to me for reply.

I regret to report that the finances and the general needs of the University do not warrant us in the attempt to continue further the work outlined for you last Fall, and therefore your connection with the University will cease automatically on July 31, 1920.

Although our respective duties have not brought us into contact frequently, nevertheless I have occasion to thank you for the courtesy which you have extended to me as executive of this institution, and also to express the hope that in the future your wide and practical experience in the field of public education may be applied without prolonged interruption to the betterment of public education.

Concerning the matter of supplying the equipment for any new building, we of course, should be pleased to afford you opportunity to bid at the proper time on any materials needed. Following the severance of your connection with the University as suggested in your letter of June 8, 1920, we shall be able from time to time to afford you opportunity to figure with us on any needed equipment and upon the basis of the same fair competition for quality and price in goods which it is our purpose to continue always. It is not likely that we shall take up the matter of additional equipment for the proposed Home Economics Building for some weeks to come.

I would judge from the list of firms printed on your letter-head that you are representative of some of the best business enterprises in the country, and that you will be able both as business man and as ex-school man to be of great assistance to education in this State in the effort to increase the efficiency of the school by means of excellent physical materials.

A note from Mr. A. K. Leupold asking to be relieved of the second part of his contract, which was to supervise the erection of the Home Economics Building was received. His request was granted. President Hill was instructed
to arrange with Mr. E. B. Cristy, a local architect, to undertake this work.

Date June 28, 1920

Signed:

(cory) H. A. Reidy.
Secretary-Board of Regents.
Work that should be done on the Campus and in
the various buildings during the summer.

TO PRESIDENT HILL:  June 29, 1920.

Water heating plant needs cleaning at dining hall and
steam heater installed on same.
Steam heaters to be installed on men's and women's
dormitories and both gyms.
Heating system relaid at boy's cottages. This is a big
job and should be done by all means if cottages are to be
used next winter.
Roofs repaired at men's dorms and cottages, both gyms,
girls dormitory, Rodey Hall, Adm. Bldg., and Dining Hall.
Floor repaired at both dormitories.
Power house cottage needs some floor paint badly to
save the floor.
Roads on campus need grading and sanding. This should
be done during vacation.
Trees on campus need tiling set in the ground to supply
them in water. This must be done during the next six weeks
and an abundance of water given them during July and August.
Steam line to Practical Mechanics Building should be
covered with earth and tiling placed in the bank for the
water to pass through.
Steam pump to be installed at power house.
Brick work on boilers has to be repaired before firing up
again.
Smoke stack needs painting and guy wire tightened.
Roof over Prof. Hodgin's room needs adobe and sand on it.
Outside wiring at dormitories and cottages must be given some
attention.
The water system has been fixed so there is a good deal
more pressure and will need additional work to get it into
shape.
Roof over boilers leaks badly and should be fixed. We
are now raising it up and bracing it where the supporting
timbers were broken or sagged.
Boiler walls need covering with air excluding material.
This has been bought and will pay for itself in a very short
time in the saving of coal.
Walls of boiler rooms need whitewashing and cleaning
inside.
Plumbing will need to be looked over and perhaps many
new pieces and fixtures installed.
All steam traps need cleaning and valves ground in.
Rodey Hall will not heat good and needs steam lines worked
over.
A new dish washing tub should be installed at the Dining
Hall if the present method of washing and drying dishes is
to be continued next year. This will need to be purchased at
once so as to have it on hand for next year.
Aside from the above there will be a certain amount of plastering and kalsomining to be done. Also the painting to be done is a problem. All shingled roofs should be painted. If this is done, paint will be required.

Outside stairway at Adm. Building needs work done on it and needs paint.

There are some changes in the steam heating system in the boiler room.

The above is in addition to the regular maintenance and does not include the various small things we have on our list that should be done to improve the physical plant of the University.

No one knows the condition of the piping under the two gyms. However, it is known to be in bad condition.

There are also many other things that will turn up to be done that we know nothing of now.

It is hoped to have everything in better condition at the beginning of next school year, but for lack of time there will be a lot of it not done. Everyone is doing his best to better conditions and all will be done that can be done to make the physical plant better.

Harry V. Frank,
Campus Superintendent.