

Florida Agricultural and Mechanical University

Tallahassee, Florida

GEORGE W. GORE, JR., PRESIDENT

DIVISION OF EXTENSION SERVICES

June 18, 1962

Florida University Field Services

Dr. H. M. Efferson
Dean of the University
Post Office Box 71
Campus

Dear Dr. Efferson:

In view of the fact that the Florida Institute for Continuing University Studies has taken over the Extension program at Florida A & M University, it becomes necessary that we take a new look at our program for the future.

I am suggesting that the name of the Extension program at Florida A & M University be changed to University Field Services. This will include all that I would be required to do for the Institute and Florida A & M University.

I am also suggesting that my title be changed from Director of Extension to Administrative Assistant to the Dean in Charge of Field Services. I believe in this way we can work closer in carrying on all off-campus programs as well as programs on campus that might need my attention.

If these suggestions meet the approval of Dr. Gore early enough the University Catalogue for 1963-64 can carry the change. This does not mean that there will be any change in my position as an administrative officer.

Thanks very much for whatever consideration given these suggestions.

Very truly yours,

Edwin F. Norwood, Director
Extension Services

EFN/pk

*Coordinator of Field
Services*

Dear Efferson conf.

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a.m.

PRESIDENT'S OFFICE

BFA

Box 15 34

FAMU
June 27, 1962

Dr. H. Manning Efferson, Dean
Florida A and M University
Tallahassee, Florida

Dear Dr. Efferson:

I am herewith submitting minimum recommendations of improvements for Band Hall, College Inn and fourth floor of Jackson Davis Hall.

1. Enlargement of the equipment room in College Inn and extend porch area for new entrance and restore West entrance to College Inn. Mr. B. F. Holmes, Director of Maintenance has in his possession the Blue Prints for this renovation work.

The equipment room at its present status is filled to capacity, with other items planned for future storage in this area makes enlargement and more shelf-space a necessity.

2. Enlargement of room 110 Band Hall to include approximately one-half to one-third of room 112 Band Hall for piano classroom. Twenty-five (25) electronic pianos are to be located in this room.

Renovation work includes:

- a. Taking out shelves and open cabinets in room 110.
- b. Installation of blackboard on West wall.
- c. Removal of wall partition and replacement to take up one-half to one-third of room 112.
- d. Present entrance door to 112 to be removed and made hall way to the area remaining. This remaining area to be for assorting music, processing music, books, records, etc., music copying services and cataloguing. The entrance door of 112 can be used for the entrance door to this small room.

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Dr. H. Manning Efferson

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3. Installation of blackboards on the North, East and South walls of room 411-13 Jackson Davis, all walls of rooms 404 and 406 Jackson Davis Hall and West wall of room 103 Band Hall.
4. Installation of hot water and large wash tub type sinks in 107 Band Hall, 103 College Inn and Instrument Repair Shop room in College Inn.
5. Repair and replace acoustical celotex - asbestos material where necessary on the walls and ceiling of entire area and all rooms of Band Hall and College Inn. Install celotex on ceiling of all rooms of the fourth floor, Jackson Davis Hall.
6. Repaint entire interior and exterior of the entire areas of Band Hall, College Inn and fourth floor of Jackson Davis Hall.
7. Steam heating system of College Inn should be made functional or completely removed and replaced by other adequate heating.
8. Tile all floor areas of wood composition in Band Hall and College Inn.
9. Replace all hinge type windows in Band Hall and College Inn with regulation sash windows.
10. General maintenance evaluation and inspection requests for Band Hall, College Inn and 4th floor of Jackson Davis.
 - a. Check all doors, door knobs, screens, window panes, and sashes; roof area over 111 Band Hall; lighting and electrical facilities; rest room accessories such as soap and towel dispensers, mirrors, paper holders, radiator leaks.

Example: Install single control switches for rooms 404 and 406 Jackson Davis Hall.
11. Install ventilating blower fans in main rehearsal room of College Inn, room 103 Band Hall and for areas in room 102 and 104 Band Hall which have eleven small practice rooms.

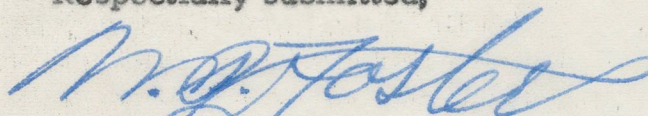
Dr. H. Manning Efferson

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12. Install flat ceilings and insulate ceilings of Band Hall and College Inn.
 13. Insulate all inside partition walls of Band Hall and College Inn.
 14. Insulate all outside walls of Band Hall and College Inn.

Respectfully submitted,



William P. Foster, Head
Department of Music

WPF/dlw

cc:

Dr. George W. Gore, Jr.
Mr. H. R. Partridge
Mr. B. F. Holmes

Handwritten initials and signature in the top left corner.

January 25, 1963

Handwritten mark resembling a large 'X' or checkmark in the top right area.

Dr. H. Manning Efferson
Dean of the University
Florida A. and M. University
Tallahassee, Florida

Dear Doctor Efferson:

As you requested in our last meeting, we would like to submit a brief report on the progress of the Reading Clinic.

Since the Old Home Economics Building has been assigned to the Clinic, Mr. Holmes of Maintenance has repaired, plastered, and painted the walls. He has refinished the floors and has installed new lighting. All of this work is satisfactory, for the most part; however, it is felt that the blinds as they are now are quite inadequate. When these blinds are lengthened or replaced, the door fixed, and the wash-room facilities are repaired, the work in this area may be considered completed.

Mr. Coleman, the Property Custodian, did as well as he could in supplying the Clinic with furniture, but much of it is unsatisfactory. He has suggested that the table and chairs be refinished. The other items of furniture which he cannot supply are listed on a separate page of this report.

Dr. H. Manning Efferson
Page 2
January 25, 1963

As for materials, we have been able to acquire and requisition sufficient amounts to initiate the program. We have course outlines; we have outlines and syllabi, and we have instructional personnel for the initial phase of this program; but before we can possibly begin as scheduled, some basic items are needed and necessary. These also are listed on the enclosed sheet.

Yours truly,

(Mrs.) Gertrude Simmons

Charles Mason

GS/CM/ sg

cc: Dr. George W. Gore, Jr.
Dr. M. O. Alston
Dr. M. C. Rhaney
Mr. Bennie Holmes
Mr. R. G. Coleman

I. Furniture

A. Tables (Renovation of two tables - formica topping, color: blue)

B. Chairs

1. Desk chair (Three)
2. Secretarial chair (One)
3. Library type (Ten)

C. Desks

1. Office (Two)
2. Secretarial (One)

II. Equipment

A. Typewriter (One)

B. Four - drawer file (Two)

C. Wire Correspondence basket (Two)

III. Secretarial Help

Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA

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Box 13	39
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GEORGE W. GORE, JR., PRESIDENT

F A M U

DEAN OF THE UNIVERSITY

March 22, 1963

President G. W. Gore, Jr.
Florida A and M University

Dear President Gore:

Mrs. Huger was advised, by letter, on March 19
that Mr. S. L. Beasley would represent the Uni-
versity as a Career Day Consultant on April 1.

I am enclosing the letter which you received from
her.

Respectfully yours,

H. Manning Efferson
H. Manning Efferson

HME:gml

Enclosure

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
TALLAHASSEE, FLORIDA

April 17, 1963

Office of the President

B F A

Box 13	17
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F A M U

Dr. and Mrs. H. M. Efferson
Florida A and M University
Tallahassee, Florida

Dear Dr. and Mrs. Efferson:

We are very proud of the fine record you made for the University during the European trip. In recognition thereof, the University has planned the following events for which you are most cordially invited: *as guests of honor.*

1. You are to be a guest of honor at a luncheon in the Orange Room at 12:30 p.m., Friday, April 19.
2. You are a guest of honor at the President's Reception for seniors at Sunshine Manor at 7:30 p.m., Friday, April 19.
3. Special seats of honor will be provided at the Commencement Exercises on Saturday, April 20, at 9:00 a.m.

Yours very truly,

George W. Gore, Jr.
George W. Gore, Jr.

GWGjr/gle