MINUTES OF THE MEETING OF THE
ADMINISTRATIVE COMMITTEE OF BROOKLYN COLLEGE, HELD ON MARCH 1, 1935
AT CITY COLLEGE, 25TH STREET AND LEXINGTON AVENUE, MANHATTAN

The meeting was called to order at 5:10 p.m.

There were present:

Arthur M. Howe, Chairman
Mark Eisner
Maxwell F. Marcuse
John G. Dyer

Ernest P. Scolesman
President Wm. A. Boylan
Randolph Evans

At the meeting of the Board of Higher Education held on February 19, 1935, resolutions were adopted appointing Mr. Randolph Evans architect in connection with the Brooklyn College Project and directing the appointment of an associate architect, to be recommended to the Board of Higher Education by the Brooklyn College Administrative Committee. Acting upon such resolution, the Brooklyn College Administrative Committee met on the above date.

The Chairman, Dr. Howe, distributed copies of the appended questionnaire. This questionnaire had been sent to the following architects or firms of architects:

Corbett, Harrison & MacMurray
William H. Gompert
Jardine, Murdock & Wright
Robert D. Kohne and Charles Butler
Meyer & Mathieu
John R. Pope
Shreve, Lamb & Harmon
Slae and Dryson
Thompson, Holmes & Converse
Voorhees, Gaeulin & Walker

These architects had either answered the questionnaire or had forwarded their reply in letter form to the committee. All of these replies were read and discussed by the members of the committee.

When the name of Mr. Gompert was mentioned, President Boylan asked permission to read from the minutes of the Board of Education of February 8, 1928, in the matter of the explanation of Mr. Gompert's resignation from that board as Architect and Superintendent of School Buildings. He did so in order that said resignation might not affect adversely the consideration of Mr. Gompert's application. He read as follows:

"Report of Joint Committee on School Building Situation --
The following report to the President and Members of the Board of Education from the Joint Committee of the New York Chapter of the American Institute of Architects and the New York Section of the American Society of Civil Engineers appointed to make a study of the school building situation, was presented:

"School buildings of New York are in general honest, safe, efficient and appropriate to the purpose and have been designed with prudent
regard to the use of school funds. On the whole, the public have reason to be proud of its buildings. This, in brief, is the unanimous opinion of this Advisory Committee."

After an extended discussion, the following preamble and resolution were finally adopted:

WHEREAS, at the meeting of the Board of Higher Education held on February 19, 1935, resolutions were duly adopted appointing Mr. Randolph Evans architect in connection with the Brooklyn College Project and directing the appointment of an associate architect, to be recommended to the Board of Higher Education by the Brooklyn College Administrative Committee; and

WHEREAS, acting upon such resolution, the Brooklyn College Administrative Committee caused questionnaires to be distributed among various architects of prominence and reputation, whose names had been submitted to or who had come to the knowledge of the said Brooklyn College Administrative Committee; a copy of the said questionnaire being appended to the minutes of this meeting; and

WHEREAS, a number of the said questionnaires have been returned signed and communications from firms of architects who have not signed said questionnaires, have also been received and considered; and

WHEREAS, the choice has been difficult because of the excellent character of the applicants and because the Brooklyn College Administrative Committee in making a selection for submission to the Board of Higher Education has been guided in its choice of a firm of architects on the basis of the special emergency which is presented and the ability of the firm recommended to carry out the obligations of the resolution and the requirements of the United States Public Works Administration; and

WHEREAS, the Brooklyn College Administrative Committee at two stated meetings, called especially for the purpose of considering the selection of an architect to act in association with Mr. Randolph Evans, has deliberated upon the said questionnaires, the records of the architects previously submitted, and their standing in the architectural field;

NOW THEREFORE, after such consideration and lengthy deliberation, upon a motion made by Mr. Maxwell F. Marcuse and seconded by Mr. Ernest P. Soelman, the following resolution was unanimously carried:

RESOLVED, that the firm of Corbett, Harrison and MacMurray be, and it hereby is, selected by the Brooklyn College Administrative Committee as its recommendation to the Board of Higher Education as Architects to act in association with Mr. Randolph Evans, in conformity with the resolutions the Board of Higher Education adopted at its meeting on February 19, 1935.

On motion, the meeting was adjourned at 6:35 p.m.

ARTHUR M. HOWE
Chairman, Administrative Committee
of Brooklyn College
The Brooklyn College Administrative Committee of the Board of Higher Education has requested Randolph Evans to submit a questionnaire to the several architects who are under consideration for the commission as Associate Architect on the Brooklyn College Project.

1. Have you read the resolution adopted by the Board of Higher Education on February 19, 1938?

2. Have you examined the preliminary drawings, specifications and estimates made by Randolph Evans?

3. Do you feel that the style and general layout of the preliminary work is a good approach to the solution of the problem?

4. Certain minor changes will naturally come about in giving the problem further study. Do you think, in addition to these, any fundamental changes should be made?

5. The success of the Brooklyn College Project is dependent upon the receipt of funds from the Public Works Administration. The application for the funds has been duly made. Do you as a candidate for the above commission understand that there is a risk involved? Are you willing and able financially to see that the work of the architect advances to a point where contracts can be made and that this work be done as soon as possible, without financial responsibility to the Board of Higher Education or to the City Administration, in the event that funds are not allocated?
6. Draftsmen and materials may be supplied by the Relief Administration to assist the architects in carrying out this work. Any money paid to men and for materials by the Relief Administration will be deducted from the architect's fees, the amounts to be fair and equitable and to be established by the City administration. Is this satisfactory to you? ______________

7. Are you willing that the work of the architects be done in the office of Randolph Evans or in space especially provided for the purpose by the City administration, if such space is to the best interests of the project? ______________

8. Have you discussed with Mr. Evans the proposed work and that part of the work already done and have you arrived at an arrangement which you believe would be equitable and satisfactory to you and to Mr. Evans? ______________

9. Any differences of opinion which may arise and cannot be settled between you and Mr. Evans, are to be submitted to the Board of Higher Education or its delegated committee for decision. Is this satisfactory to you? ______________

Signed

______________________________

Date _________________________