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1-22-1976

### Memorandum to Dr. Tomanek from Bill Jellison

Bill Jellison

*Fort Hays State University*

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FORT HAYS KANSAS STATE COLLEGE

M E M O R A N D U M

*File  
Gross Coliseum*  
*(Bledy - HPER)*

TO: Dr. Tomanek

DATE: January 22, 1976

FROM: Bill Jellison *BJ.*

SUBJECT: Gross Coliseum Scheduling

I am writing this confidential memo to you because I think I have found some disturbing factors influencing the scheduling of the Busch Gross Coliseum. I seldom write memos of a confidential nature, but I am concerned that what I say in this memo may have a measure of subjective judgment in it which would make it inappropriate to be seen by some of the parties involved in using Gross.

I have recently become convinced that those directly responsible for the cleaning and the set ups of Gross feel they are overworked and incapable of providing the number of set ups demanded of them at times during the year. The hiring of a special group to come in to clean and do set ups for various events seems unacceptable to the staff there, as are volunteers and part-time help. They see the only solution to the problem as being two to four additional civil service people. Maynard Herrman is convinced that the only way the scheduling will work is for him to have complete control of it. By this I mean, there could be nothing scheduled in there except by his "okay."

At the present time, there is a fair amount of animosity felt by the custodial force in the building towards Mr. Brehm and Dr. Bogue. A part of this has to do with the fact that the custodial force feels student athletes are not required to work for their pay while those under the supervision of Maynard Herrman have to work--and often quit because they have to "put out." I suggest that there is a built-in problem to having any coach be the scheduler for the Coliseum. The athletic teams feel the Coliseum belongs to them, and they can use it whenever they please and that other events are often unjustly imposing upon the athletic program. The situation has become worse in the past couple of years with the rapid increase in the number and kind of women's athletics. The situation is made more difficult because many students feel athletics "hog" the facility to the disadvantage of the average student who would like to see more entertainment scheduled. This year we have had to call the Master Calendar Committee together more often than not to obtain the facility for the use of an entertainment group. Requests for the use of the facility has too often been turned down by either the person in charge of scheduling or by the custodial department. I am convinced the problem in scheduling Busch Gross Coliseum is bound to get worse unless we find some solution to the present problem.

One of the bright spots of looking into this matter has been the recent cooperation of Mr. Durand. He has been much more willing to attempt to get the work done for special setups this year than in the past. However, he can seem to get only so much work out of the people in the building. I believe he still thinks the only solution to the problem is to have about four more custodians

assigned to the building. One of the problems we have in this regard is that the people who do not do the cleaning but work in the area feel that the custodial crew does not work as hard as they might. This results in an analysis which says, "If they would get off their 'duff,' they could get most of the work done."

It is extremely difficult to judge just how efficiently the present crew is working. I would say in their favor that those who have to be there for events at night for six or seven days in a row are probably being overworked.

I do not presume to know the ultimate solution to the situation, but I do have some thoughts about it. Would it be possible to get a couple positions approved for Busch Gross Coliseum with the state of Kansas if they were paid out of restricted funds? If this could be done, a percentage of the gate for our various entertainment events could be used to create a fund which might pay for as much as one or two custodians. We could consider taking the scheduling out of the hands of the athletic department altogether. This would mean that the scheduling would be done in such a way that the various athletic teams would need to schedule their use of the large arena in much the same way that everyone else on campus does. This would have the advantage of not delaying setting up for an event until the completion of practice at 5:30 p.m. or 6:00 p.m. on days when something else is going on. It could prove helpful to have Maynard Herrman on the Master Calendar Committee to represent those who are actually doing the work in the Coliseum. Fort Hays State could look to contracting all of the custodial services in that area just as we do for our food service. I realize that this last suggestion leaves many questions unanswered, but I believe Mr. Keating has given some thought to this in the past.

I said at the beginning of this memo I usually do not write confidential memorandums, but I hope you can see why I have chosen to make this one confidential. Much of what I said here is simply my evaluations and conclusions rather than hard facts. Thank you.

cc: Mr. Keating

BJ:ml

Bldg - HPER

M E M O R A N D U M

To: Mr. Keating

Date: April 26, 1973

From: G. W. Tomanek

Subject: Scheduling at the new HPER complex.

In past visits with Dr. Bogue, Mr. Suran, and Mr. Brehm it has been understood that Dr. Bogue will be in charge of the south half of the complex, or the educational building. He will schedule classes and intramural events that will be using that portion of the complex. After these are scheduled, Mr. Brehm will be scheduling nonacademic activities; but I would expect that he would clear those in the educational portion of the building with Dr. Bogue. I am sure that if any compromising needs to be done it can be accomplished by Dr. Bogue, Mr. Suran and Mr. Brehm. I think this is the only way that we can fulfill the primary purpose of Cunningham Hall.

The north half of the complex, Gross Coliseum, will be under Mr. Suran and Mr. Brehm.

If there are any questions please call me.

cc: Dr. Gustad ✓  
Dr. Bogue  
Mr. Brehm  
Mr. Suran

Bldg - HPER

POLICIES GOVERNING THE SCHEDULING OF EVENTS IN BUSCH GROSS MEMORIAL COLISEUM AND LEWIS FIELD STADIUM

Use of college facilities is encouraged to the extent possible by both on-campus and off-campus organizations.

Mr. Charles Brehm will assume the responsibility for scheduling events in Busch Gross Memorial Coliseum. Mr. Cade Suran will assume the responsibility for scheduling events in Lewis Field Stadium. To avoid conflict, all events should be placed on the Master Calendar in accordance with the following policies:

Scheduling Events Which Attract Large Homogeneous Audiences:

On-campus organizations wishing to schedule professional entertainment events which will attract a large audience should submit tentative dates (with description of the type of entertainment) to the Master Calendar Committee for its approval at the spring meeting which is held annually to discuss proposed events for the following academic year.

Off-campus groups are encouraged to present tentative proposed dates to the individual responsible for facility scheduling which should be brought to the attention of the Master Calendar Committee in its spring meeting. The Master Calendar Committee will give priority to on-campus organizations but will take into consideration proposed events by the off-campus groups.

Dates submitted for scheduling professional entertainment events by on-campus organizations must secure the approval of the Master Calendar Committee. Thereafter, other similar events may be scheduled by off-campus organizations (through Mr. Suran or Mr. Brehm) within the following guidelines:

1. Professional entertainment events may not be scheduled three weeks prior to or following approved dates for such sponsorship by on-campus organizations.
2. If a contract has not been finalized 30 days prior to the date reserved by an organization, the reservation becomes subject to review by the Master Calendar Committee if any other organization or individual (on-campus or off-campus) wishes to schedule a similar event on that date.

Scheduling Events Which Do Not Attract Large Homogeneous Audiences:

Events which will not attract large homogeneous audiences may be scheduled by Mr. Suran or Mr. Brehm without any restrictions except for the physical limitations involved in keeping the facilities in good ~~upkeep~~ *physical condition.*



(The policies above do not preclude the scheduling of back-to-back events unless it is absolutely determined that "set-up" and "clean-up" ~~personnel~~ *personnel and time* is not available.) Where difficulty in scheduling, "set-up", or "clean-up" arises because of the lack of sufficient custodial help, a written report should be filed with the President of the College and the Vice President for Administration and Finance, by the individual charged with scheduling the facility, the head custodial manager of that facility, and the Director of the Physical Plant.

Any exceptions to the above stated rules must have the majority approval of the Master Calendar Committee.