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## Annual Reports of the President, 1961

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BULLETIN OF  
**ROGER WILLIAMS  
JUNIOR COLLEGE**

*The President's Report*

VOLUME 5 NUMBER 5

MAY, 1961

# REPORT OF THE PRESIDENT TO MEMBERS OF THE CORPORATION

*Annual Meeting, April 10, 1961*

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THIS FIFTH annual report to the members of the Corporation of Roger Williams Junior College — and to the business and industrial community it serves — deals with the achievements of the College in carrying out this year the recommendations presented to the Corporation by its Survey Committee just a year ago today.

## **The Guiding Premise**

Our guiding premise is found in the final conclusion of the Survey Report: *“There has been, there is, and there will continue to be an important place and need in Rhode Island for a permanently successful private junior college.”*

We have accepted the Survey recommendation that (1) the present is crucial, (2) prompt action is vital and (3) wider and continued support of the College and its aims must be sought of all who believe in private higher education.

The College administration has taken prompt and vigorous action within the limits of its resources. In spite of heavy odds, we believe that we have made considerable progress in meeting the still growing demand for our services. We need only full support from the community we serve to complete the job.

## **Statement of Purpose**

The Survey Committee stated this as our dual purpose:

- (1) *Two year, college level general and background education for the fields of Engineering and Management;*
- (2) *Specialized training, generally in the fields of Engineering and Management, for groups of employees as worked out in cooperation with a particular business or industry.*

This stated purpose, however, has little meaning without an examination of the programs set up to implement our objectives. Let us, therefore, examine at this point the programs which the College currently offers.

## **Program Offerings**

Until this year, the two year Engineering and Management Technology programs leading to the Associate in Science degree of the College were supple-

At the Annual Meeting on April 11, 1960, the Members of the Corporation of Roger Williams Junior College passed unanimously the following resolution: “That consistent with the recommendations of the Survey Committee, the operations of Roger Williams Junior College are to be continued regardless of any other developments in higher education in the State, and that the policy of expanding the services and facilities of the College in the future be approved.”

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mented by a one year "Pre-College" program of non-credit courses for degree candidates seeking entrance with academic deficiencies.

The Survey Committee urged that, beginning this year, all of the courses offered be at full college level. Accordingly, a new college level "General Studies" curriculum of a preprofessional or exploratory nature was substituted for the old Pre-College program. It was an immediate success, for it not only better served the needs of the inadequately prepared Engineering or Management candidate but also attracted a veritable flood of additional students who were better prepared but were seeking help toward suitable career goals.

Indeed, this new program accounted in large part for a healthy increase of 40% in our full time day enrollment this Fall. Of 225 new first year students, 63 were accepted for Engineering, 55 for Management and 2 as special students. *But 105 or 47% of these 225 new students registered for General Studies.*

Based on previous experience, these 105 will alone add 58 second year men and women to our Fall, 1961 enrollment. And though some will transfer to Engineering or Management, a number have indicated that they will continue toward a degree in General Studies. This development, the Trustees feel, is entirely consistent with the recommendations of the Survey Committee.

### **Educational Management**

The Survey Committee refrained from detailed recommendations as to the management of the revised educational program. This, they noted, is the "continuous responsibility" of the Trustees, the President, and an Administrative Committee of the faculty set up for the purpose.

We had this year to face these three problems:

- (1) *We were abandoning the old "Pre-College" program which had permitted acceptance of many inadequately prepared students, and were embarking on a new General Studies program of completely untried drawing power;*
- (2) *The evening program was, like those offered at other private colleges in the State, suffering from cost competition with tax-supported evening offerings which are offered free or at subsidized tuition rates;*
- (3) *We had to plan for a 40% increase in full time day registration — entailing a tripling of our laboratories and sizeable increases in both our faculty and other educational facilities such as the College library.*

### **Financial Management**

Fortunately, we had built up a modest current funds reserve in the five-year period since our establishment in 1956 as an independent, non-profit educational institution. This, we hasten to add, was not a matter of intent, for our avowed purpose is to provide young men and women of Rhode Island and nearby Massachusetts with a sound education at lowest possible cost.

Instead, it stemmed partly from our inability to fill completely our quota of additional faculty members of the required competence, and partly from lack of space in our present quarters to house needed library and laboratory equip-

ment so that we might improve these facilities to the point where we could, with some hope of success, apply for full regional accreditation.

At the same time, the distribution of our registration was improved so that budgets could be adhered to, and through careful programming we were able to handle more students adequately in the same space and with the same faculty. These additional students provided additional revenue without comparable expense, and provided a small surplus for anticipated further growth.

### **Current Budget Problems**

Budgeting for the current academic year has been quite difficult. The library figure had to be tripled, and we had to provide in our estimates for a new full time librarian, for additional faculty, and for the new office of Public Relations and Development. We also felt that we had to be cautious in our income estimates, and the Trustees found it advisable to approve an anticipated \$15,000 deficit budget.

The advice and guidance of our Trustees helped greatly to achieve efficient and economical management of both finances and educational programming, and we were able to open the current academic year with 225 first-year and 41 second-year students at college level in the full time day program. This was an increase of 51 first-year and 23 second-year day students over 1959-60, and was made possible by the abandonment of the old "Pre-College" program. And, though the potential loss we faced was 90 pre-college students, we made an actual net gain of 84 day students all entered at full college level.

### **Library Development**

A big step forward toward regional accreditation was taken with the hiring of a competent full-time librarian and the tripling of the library budget.

The full story of accomplishment cannot be told in this report. It should be noted, however, that a complete Library Manual has been written which has permitted us to offer "work scholarships" to worthy students by providing the means by which they can intelligently serve as library assistants.

Useless books have been weeded out, those of current value to students and faculty have properly been catalogued, and 237 new and needed books have been added of which we gratefully acknowledge 69 as gifts. The active book list now totals approximately 2000 volumes, and additional purchases for which our budget allows this year will be made to fill the immediate needs of students and faculty and form the basis for a sound and balanced collection.

In addition to the book collection, the librarian has set up a collection of material for educational and vocational counseling, a vertical file of pamphlets and clippings, an expanded list of course-related periodicals and a system of indexing and recording for improved circulation control.

From this new base of active, usable books, periodicals and other materials, we should and will now expand rapidly. We must also add a part-time but permanent adult clerical assistant. We have available shelf space for a two-year expansion, but after that we have a major problem of establishing the library on at least a minimum standard of service consistent with both student-faculty needs and regional accreditation requirements.

## Community Relations

Among those who know Roger Williams, it is highly respected for its achievements, its standards and its record of community service. But since it still lacks its own building or campus, and since staff limitations left no room for formalized public relations activities, there are still many otherwise well-informed citizens who know little or nothing about us.

After insuring the continued successful operation of the College, therefore, the Trustees then turned their attention to community relations. An office of Public Relations and Development was set up in September and its director was charged with cultivating the following community groups:

- (1) *High school principals, deans and guidance teachers through whom college-bound young men and women needing our services are reached;*
- (2) *College admissions officers through whom applicants better suited to junior college education are referred to us, and through whom we in turn refer our graduates seeking junior-level transfer;*
- (3) *Newspapers, radio stations, television stations and other media of communication through whose cooperation and assistance the story of Roger Williams Junior College can be told to the community at large;*
- (4) *Business and industrial leaders who are prospective employers of our graduates and prospective beneficiaries of our opportunities for the cooperative evening or other education of their employees;*
- (5) *Civic groups, administrators of trusts and foundations, and others whose improved understanding of our achievements, aims and needs may lead to financial and other support of the College;*
- (6) *The alumni of the College and its immediate predecessor, the YMCA Institute, for the mutual benefit of the College and the alumni.*

The Director's report to the Corporation at the annual meeting showed considerable progress in improving communications with all six groups.

## Identification and Relocation

One strong recommendation of the Survey Committee was "*Prompt relocation of the institution to quarters of its own which can readily be identified as Roger Williams Junior College.*"

Much work has been done toward eventual quarters of our own by the Relocation Committee. The centre of the student population was determined as a guide toward a possible campus location, and careful studies showed that a relatively modest expenditure of \$700,000 would cover the acquisition and improvement of a suitable site, the construction of buildings with a minimum usable space of 33,000 square feet, architectural and engineering fees, and the furnishing of the buildings for college use.

All estimates were based on an initial daytime enrollment of 250, with facilities for a maximum of 500 students by 1964. At a special meeting of the Trustees held in April of 1960, however, it was decided that it would not be advisable to attempt to raise this amount in the Rhode Island and nearby

Massachusetts community we serve until the proposed Community Relations program could mobilize understanding and arouse community interest in the project.

When the September, 1960 registrations closed with 266 full-time and 139 part-time evening students, however, it was realized that immediate plans must be made for temporary expansion for the Fall of 1961 by acquiring additional space on a rental basis within walking distance of the present YMCA location at 160 Broad Street on "Weybosset Hill" in Providence.

After intensive study of the Weybosset Hill area, the best possibility was found on the first floor of the Watkins Building at 274 Pine Street. Negotiations have been completed to acquire this space, which will double our available square footage. Plans have been drawn for the necessary remodeling which, with the purchase of the required equipment, will, for the time being, provide the additional laboratories, classrooms, faculty offices and student facilities we need and must have for September, 1961.

It is entirely possible that the College should seek a permanent home in the Weybosset Hill development rather than give up its history as a centrally located urban college so situated as to best serve the entire community. It is at the junction of several freeways, easily accessible in every direction, and next to the Central-Classical redevelopment as an educational centre with nearby athletic and recreational facilities. And it permits a step-by-step relocation which will unify our present needs with our long term objectives.

On the other hand, cost factors may yet make relocation out of the city more practical. The subject is under continuing study, and, regardless of the outcome, we are confident that our future will emerge as a continuing and unique factor in Rhode Island higher education.

## Financial Support

Already, the clarification of our image through the promotion and education of the community is bearing fruit. We acknowledge with deep gratitude four generous checks and one gift of needed equipment in the short six months since our Community Relations program had its formal inception.

Roger Williams needs, and, in the opinion of those who know it, merits, the full support of the Rhode Island and nearby Massachusetts community from which it draws its students, and to which, after it has shaped and molded them, it gives back its graduates. The modest sum of \$25,000 is needed NOW to equip the additional classrooms, laboratories and other college facilities in our new added quarters (see page 6).

We cannot turn our backs on the education-hungry young men and women who look to Roger Williams for a sound yet economical education that will fit them to make a real contribution to our business and industrial community. And we look to that community, and to all of its citizens concerned with its youth, to help us make their dreams of education a reality.



President

## 1961 EQUIPMENT NEEDS OF THE COLLEGE

### THREE CLASSROOMS

Desk-chairs and other equipment . . . . \$3,000.00    \$3,000.00

### PHYSICS/ELECTRICAL LABORATORY

Student Physics Tables . . . . . \$3,000.00  
 Instructor's Demonstration Table . . . . . 500.00  
 Student Stools . . . . . 350.00  
 Laboratory Sinks . . . . . 600.00  
 Experimental Equipment . . . . . 2,000.00    \$6,450.00

### BIOLOGY LABORATORY

Microscopes and Cases . . . . . \$3,750.00  
 Locked Steel Microscope Cabinets . . . . . 250.00  
 Skeletal and Biological Specimens . . . . . 1,000.00  
 Miscellaneous Supplies and Equipment . . . . . 500.00    \$5,500.00

### DRAWING ROOM

Drawing Tables . . . . . \$2,000.00  
 Instructor's Table . . . . . 200.00  
 Plan Cabinet . . . . . 100.00  
 Trestles . . . . . 50.00  
 Stools . . . . . 350.00    \$2,700.00

### MISCELLANEOUS FOR ABOVE ROOMS

Chalkboards . . . . . \$2,000.00  
 Coat Racks . . . . . 500.00  
 Student Lockers (installed) . . . . . 1,000.00    \$3,500.00

### STUDENT ROOM

Furnishings . . . . . \$ 500.00    \$ 500.00

### FACULTY & ADMINISTRATIVE OFFICES

Faculty Offices (desks and chairs) . . . . . \$ 500.00  
 Public Relations and Development (ditto) . . . . . 150.00  
 Stenographic (ditto) . . . . . 100.00  
 File Cabinets, Tables, Bookcases, etc. . . . . 850.00    \$1,600.00

### OTHER EQUIPMENT

Bell System . . . . . \$ 200.00  
 Faculty Mailboxes . . . . . 100.00  
 Bulletin Boards . . . . . 100.00  
 Drinking Fountain (installed) . . . . . 500.00  
 Miscellaneous Equipment and Supplies . . . . . 1,000.00    \$1,900.00  
**TOTAL EQUIPMENT NEEDS . . . . . \$ 25,150.00**

## ROGER WILLIAMS JUNIOR COLLEGE

Balance Sheet, August 31, 1960

### ASSETS

**I. Current Funds**  
 Cash . . . . . \$36,931.38  
 Accounts Receivable . . . . . 6,192.00  
 Inventories . . . . . 11,408.39  
 Due from other funds . . . . . 3,330.84  
 Prepaid insurance . . . . . 261.61  
**Total Current Funds . . . . . \$58,124.22**

**II. Loan Funds**  
 Loans Receivable — Nat'l Def. Student Loan Fund . . . . . \$ 2,500.00  
 Cash — savings account . . . . . 2,083.44  
**Total Loan Funds . . . . . \$ 4,583.44**

**III. Endowment Funds**  
 Cash — savings account . . . . . \$ 4,166.17

**IV. Plant Funds**  
 Cash — savings account . . . . . \$ 1,239.74  
 Equipment . . . . . 28,261.51  
**Total Plant Funds . . . . . \$29,501.25**

**V. Agency Funds**  
 Cash . . . . . \$ 2,600.33  
**\$98,975.41**

### LIABILITIES

**I. Current Funds**  
 Accounts Payable . . . . . \$ 2,012.08  
 Payroll taxes payable . . . . . 1,271.13  
 Deferred tuition income . . . . . 12,504.00  
 Fees and deposits . . . . . 491.30    \$16,278.51  
 Unallocated Balance . . . . . 41,845.71  
**Total Current Funds . . . . . \$58,124.22**

**II. Loan Funds**  
 Loan fund balance (Restricted) . . . . . \$ 764.28  
 Nat'l Def. Student Loan Fund . . . . . 3,819.16  
**Total Loan Funds . . . . . \$ 4,583.44**

**III. Endowment Funds**  
 Funds functioning as endowment . . . . . \$ 685.33  
 Restricted funds . . . . . 150.00  
 Due to other funds . . . . . 3,330.84  
**Total Endowment Funds . . . . . \$ 4,166.17**

**IV. Plant Funds**  
 Investment in plant . . . . . \$28,261.51  
 Unexpended plant funds . . . . . 1,030.25  
 Unexpended — restricted . . . . . 209.49  
**Total Plant Funds . . . . . \$29,501.25**

**V. Agency Funds**  
 Student Activity Funds — Alumni Fund . . . . . \$ 2,600.33  
**\$98,975.41**

ROGER WILLIAMS JUNIOR COLLEGE  
FINANCIAL SUMMARY

*Operating Statement — Fiscal Year Ending August 31, 1960*

INCOME	<i>R.W.J.C.</i>	<i>Summer High School</i>	<i>Total Operation</i>
Application Fees . . . . .	\$ 2,100.00	\$ .....	\$ 2,100.00
Tuition . . . . .	136,538.76	11,573.75	148,112.51
Laboratory Fees . . . . .	2,729.55	.....	2,729.55
All Other Student Fees . . . . .	1,541.50	.....	1,541.50
Loan Agreement Service Charges . . . . .	1,592.83	.....	1,592.83
Private Gifts and Grants . . . . .	3,085.97	244.87	3,330.84
Miscellaneous Income . . . . .	1,278.49	23.68	1,302.17
Extension Activities . . . . .	185.00	.....	185.00
Auxiliary Enterprises . . . . .	15,683.73	.....	15,683.73
<b>TOTAL INCOME</b> . . . . .	<u>\$164,735.83</u>	<u>\$11,842.30</u>	<u>\$176,578.13</u>
<b>EXPENDITURES</b>			
Governing Board . . . . .	\$ 27.03	\$ .....	\$ 27.03
General Administration . . . . .	12,628.86	2,318.40	14,947.26
Business Manager's Office . . . . .	6,683.95	875.06	7,559.01
Registrar's Office . . . . .	8,917.83	955.29	9,873.12
Director of Student Welfare . . . . .	5,102.15	476.41	5,578.56
General Institutional Expense . . . . .	7,764.35	606.47	8,370.82
Instruction . . . . .	65,659.63	4,176.50	69,836.13
Library . . . . .	2,022.34	263.88	2,286.22
Plant Operation . . . . .	17,097.35	2,470.81	19,568.16
Director of Public Relations . . . . .	231.15	.....	231.15
Scholarships . . . . .	804.00	.....	804.00
<b>TOTAL EDUCATIONAL AND GENERAL</b> . . . . .	<u>\$126,938.64</u>	<u>\$12,142.82</u>	<u>\$139,081.46</u>
Auxiliary Enterprises . . . . .	13,668.44	.....	13,668.44
<b>TOTAL EXPENDITURES</b> . . . . .	<u>\$140,607.08</u>	<u>\$12,142.82</u>	<u>\$152,749.90</u>
Excess of Income over Expenditures . . . . .	<u>\$ 24,128.75</u>	<u>\$ [300.52]</u>	<u>\$ 23,828.23</u>

*Contributions to*  
**ROGER WILLIAMS JUNIOR COLLEGE**  
*are deductible as charitable contributions*  
*in the manner and to the extent as provided*  
*by Section 170 of the Internal Revenue Code.*

Roger Williams Junior College  
160 Broad Street • Providence 3, R. I.

SECOND CLASS  
POSTAGE  
PAID AT  
PROVIDENCE, R. I.