







JAN 21 1977

January 17, 1977

Mr. Kenneth Sowles  
College of Forestry  
University of Idaho  
Moscow, Idaho 83843

Re: Resident couple for  
Taylor Ranch

Dear Mr. Sowles:

Some of us work and save a lifetime so that we can spend the rest of our life on a place like Taylor Ranch. My wife and I belong to that group and are now seriously considering an assignment in Saudi Arabia to save enough money to return to Idaho (our chosen home) prior to retirement age.

As discussed in our telephone conversation, I am submitting a copy of a resume recently prepared for San Diego State University as an abbreviated outline of approximately 30 years employment in planning and architecture. I could write a similar resume emphasizing my construction and architecture experience, but for this application, the only purpose that would serve would be to demonstrate that I have had experience in all the construction trades. You are probably more interested in how we, as a couple, would perform as caretaker/managers of Taylor Ranch to serve the interests of the university, the School of Forestry and the people of Idaho.

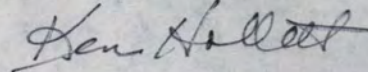
My wife and I are both outdoors people. I spent every summer of my early school years working on the farm on which I was born. This was during the depression years (mid 30's), and I gained a great deal of experience working the crops, handling the machinery, the draft horses and the chores (including milking, prior to the days of rural electrification). Neither of us look back on those days as hardship days, but days of self-reliance....selfsufficiency, and quite fondly remembered. As a team, our capabilities could probably best be described by listing our hobbies and interests: camping, hiking and back-packing, trout fishing, "jeeping", gardening, cooking, boating, shooting, and watching/listening to football. In addition, I like photography and drawing, while my wife enjoys sewing, crocheting, knitting, music, reading and woodworking. Any of the preceding interests could be pursued at Taylor Ranch, after the workday is over.

I can also see the probability of record-keeping duties, so I should mention that my wife has had many years experience as an accountant, including managing the University of Idaho Credit Union.

In addition to the references included with my resume, I suggest that you contact the following people, who know us and share our interests in wildlife and the wilderness: Mike and Karla Falter, Earl Larison, Frank McCreary, and Roland Reid.

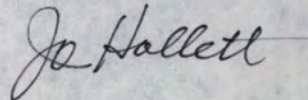
It is our hope that this application will lead to a long-term and mutually advantageous association.

Sincerely,



Kenneth J. Hollett

P.S. I am in complete agreement with my husband's above proposal and would like to add, that rather than experiencing a feeling of isolation in the wilderness, I feel more completely whole there than any place.



Kenneth J. Hollett  
18705 Yocam Ave  
Lutz, Florida 33549

\* 813-949-2195

## RESUME

Kenneth J. Hollett

### Present Position:

Director of University Physical Planning, University of South Florida

Responsible for campus master planning, programming and construction supervision of various building programs and justification of campus construction, renovation and replacement needs reflecting formula development of the Fixed Capital Outlay Legislative Request Budget.

### Administrative Experience and Preparation:

Senior Planning Consultant - University of Florida, Gainesville, Florida, 1973-1974

Senior Associate - Dober and Associates, Planning and Design Consultants, Belmont, Massachusetts, 1972-1973

Director - University Planning and Assistant Professor of Architecture, University of Idaho, 1969-1972

Principal - Kenneth J. Hollett Associates - Planners/Architects/Landscape Architects, Incline Village (Lake Tahoe), Nevada and San Diego, California, 1960-1969

Planning Coordinator - University of Nevada, Reno, Nevada 1960-1966\*

Architect Planner - Pan American World Airways, San Francisco, California, 1955-1960

Architect Planner - San Mateo County, Redwood City, California, 1954-1955

Student - Stanford University, Stanford, California, 1952-1954

Project Architect/Designer - Various architects' offices, 1946-1952

\* Equivalent to a doctorate required. Principal position (1961-1966) was Planning Coordinator at the University of Nevada. By prearrangement, also served other agencies as planning consultant and continued part-time practice at the Incline Village office.

Education:

Bachelor of Arts in Architecture, Stanford University, January, 1954 (Alumni of Stanford School of Engineering)

Graduate Thesis in Planning, Stanford University, December, 1953

High School Diploma, Indianapolis, Indiana, 1941

Grade School, Champaign, Illinois

Honors and Awards:

Harley Earle Competitive Design Scholarship in Industrial Design, 1952 - 1954

Teaching Experience:

Professor Architecture - Graduate Seminar - "Educational Facilities Planning" - Department of Art and Architecture, University of Idaho, 1971

Guest Lecturer - "Urban and Regional Planning" - Department of Art and Architecture, University of Idaho, 1969 - 1970

Guest Lecturer - "School Plant Planning" - School of Education, University of Nevada, 1962

Lecturer - "Planning and Design of Garden Motels" - Department of Continuing Education, University of Nevada, 1961 - 1965

Instructor - "Architectural Planning for Builders and Developers" - Adult Education, State of California Department of Education, 1956

Instructor - "Technical Design" - Speech and Drama Department, Wisconsin State College, LaCrosse, Wisconsin, 1947

Research and Writing:

Self-Study Report, University of Idaho (Research only - published in 1974)

Capital Improvements Program for University of Florida, 1973

Planning Proposals for Oberlin College, 1973

Environmental Improvements Plan for Emory College, 1973

Rebuttal: Legislative Auditors' Report

University of Idaho Planning Studies, 1970 (121-page, University of Idaho Publications)

Professional Organizations and Licenses:

Society for College and University Planning, 1969 - Present

American Institute of Planners, 1971 - Present

American Institute of Architects (Assoc.), 1954 - 1968

Landscape Architect, California License No. 933, 1954 - Present

Military Service:

1st Armored Division, 1943 - 1946, Honorable Discharge - 1946

Personal:

Born: Potomac, Illinois, April 19, 1923

Wife: Elizabeth Joan (Comstock)

Children: Three - Ages 26, 25, and 22



Principal Planner or Consultant  
Partial List of Clients

University of Scranton, Scranton, Pennsylvania

Oberlin College, Oberlin, Ohio

City of Burleson, Burleson, Texas

North Texas State University, Denton, Texas

North Idaho Junior College, Coeur d'Alene, Idaho

City and County of Spokane, Spokane, Washington

\*Travelodge, San Diego, California

\*Stromberg Carlson, San Diego, California

Navaho Indian Tribal Council, Ft. Defiance and Window Rock, Arizona

\*Nevada State Planning Board, Carson City, Nevada

\*Dinwiddie Construction Company, Reno, Nevada

\*Garff Construction Company, Salt Lake City, Utah

\*Weldwood Structures (U.S. Plywood), San Leandro, California

\*Incline Village Development Corporation, Incline Village, Nevada

Douglas County School Board, Gardnerville, Nevada

Harold's Club, Reno, Nevada

Dale Robertson Properties, Incline Village, Nevada

Cal-Neva Club, North Shore, Nevada

\*Catholic Diocese, Reno, Nevada

Ely City Schools, Ely, Nevada

Elko City Schools, Elko, Nevada

\*Fraternal Order of Odd Fellow, Reno, Nevada

\*Paul Williams Construction Co., Reno, Nevada

\*Professional service on more than one major project.

EMPLOYMENT REFERENCES

Albert C. Hartley, Vice President Finance and Planning  
University of South Florida  
Tampa, Florida 33620  
Tel. 813/974-2810

Dr. Joseph Stafford, Vice Chancellor for Planning and Budgets  
State University System  
107 West Gaines Street  
Tallahassee, Florida 32304  
Tel. 904/488-4234

Richard P. Dober  
Dober and Associates, Inc.  
Planning Consultants  
385 Concord Avenue  
Belmont, Massachusetts 02178  
Tel. 617/489-1162

Dr. Ernest Hartung, President and  
Dr. Robert Koonrad, Academic Vice President  
University of Idaho  
Moscow, Idaho 83843  
Tel. 208/885-6111

Chancellor Neil Humphrey  
University of Nevada System  
405 Marsh Avenue  
Reno, Nevada 89502  
Tel. 702/784-4901

PROFESSIONAL REFERENCES

Dr. John D. Telfer, AIP  
President of the Society for College and University Planning  
Vice President Facilities Planning  
201 Hayes Hall  
State University of New York  
Buffalo, New York 14214  
Tel. 716/813-5353

Dr. Charles Pinnell  
Former Planner at Texas A&M University and Project Director for the publication, "Guidelines for Planning in Colleges and Universities," developed for the Coordinating Board, Texas College and University System, copyright application, July, 1968  
Pinnell-Anderson-Wilshire and Associates, Inc.  
2800 Texas Avenue  
Bryan, Texas 77801  
Tel. 713/661-9406

## A &amp; P POSITION DESCRIPTION

Class Code:

Effective Date:

Approved By/Date:

Class Title:

Pay Grade:

Shaded areas to be completed by Agency Personnel Director		CODE		Account 3005				
Department: State University System		Present 49	New	8.a. Employee Name: Kenneth J. Hollett				
Division: University of South Florida		Present 50	New	8.b. Social Security No.: 317-18-6268				
Bureau: Vice President for Finance and Planning		Present 60	New	9. Transaction Code 110	10. Shift 0	11. Pay Plan 2	12. FTE 100%	13. Current Salary \$23,000.00
Section: University Physical Planning		Present 01	New	14. Budget Entity 1-495-0101		15. Fund Code		
Subsection:		Present	New	16. Agency Effective Date				
County: Hillsborough	CODE 29	7. City: Tampa		CODE				
				17. Class Code 9344		Class Title Director of University Physical Planning		
				P R E S. P R O P.				

Attach Additional Sheets If Necessary To Properly Describe The Position

## Statement of Function

This position under the general direction of the Director of University Administrative Planning is responsible for planning and developing the university's physical plant master plan, directing and coordinating plans and estimates for new construction and renovation projects and the maintenance of current data on campus buildings and utilities.

## Policy-Making and/or Interpretation

Conducts regular meetings and conferences with appropriate university personnel for implementing, coordinating and interpreting administrative policies and planning. Performs departmental head administrative work and prepares annual and periodic reports for formulating and evaluating long-range physical plant development.

## Program Direction and Development

Confers with university academic and administrative heads and provides directions and guidelines in the development of new building programs. Serves on the University Facilities Planning Committee in the development of long-range plans and programs for new construction and the long-range use of existing facilities. Makes recommendations and decisions regarding the alteration and modification of existing structures to serve changing functions.

D. Supervision Received (include title of supervisor, type of supervision and scope of supervision received)

This position is responsible to the Director of University Administrative Planning. Supervision is of a general nature on the basis of results achieved.

E. Supervision Exercised (state organizational units under you direct supervision and titles and number of positions directly supervised)

Has direct supervision of the Division of Facilities Planning (staff of 8) and directly supervises the positions of:

Electrical Engineer	Assistant Director of Plant Planning	University Planning
Mechanical Engineer	Staff Assistant II	Consultant

F. Level of Public Contact (statement of internal and external business contact - frequency and scope)

This position is frequently in contact with the Board of Regents architects and other architects, contractors, University President, Deans and Directors, top-level administrators in other State and Federal agencies, State Department of Transportation officials and other county and city officials.

G. Monetary Responsibility (statement of responsibility for funds - amount and consequence of error)

This position is responsible for a department which develops programs and supervises the expenditures of facility and utility funds of million dollar magnitude. Errors in analyzation, interpretation or presentation of these programs and expenditures would have an uncalculable effect on the university's ability to properly perform its mission.

H. Statement of Responsibility for Confidential Data (the disclosure of which would be prejudicial to the successful operation of the SUS)

This position is frequently in possession of information which could seriously harm the orderly operation of the university if disclosed prematurely.

I. Other Characteristics of Position (statement of unique or other important characteristics of position)

This position requires professional and personal abilities that provide special insight regarding the current and future physical facility needs of a major university setting. The capability to communicate these needs to a wide range of personnel levels, both within and without the university, is essential.

The minimum experience required is at least five (5) years in a position of major administrative responsibility for the overall coordination and development of facilities plans and construction, preferably in a college or university environment. (SEE ATTACHMENT)

19. Signatures:

Incumbent

R. H. Hollett

Reviewing Officer

Glennda E. Clayton

Date

Director of Personnel