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Formation of Tyler State College Cabinet and Administrative Council

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TYLER STATE COLLEGE

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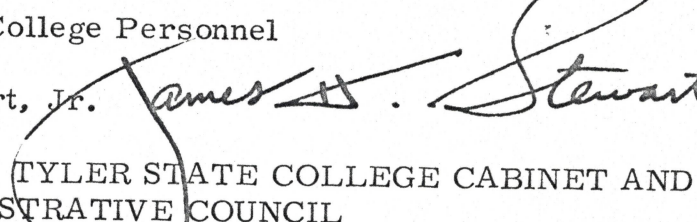
July 27, 1973

OFFICE OF THE PRESIDENT

TELEPHONE 214 595-0711

Memorandum

To: All Tyler State College Personnel

From: James H. Stewart, Jr. 

Subject: FORMATION OF TYLER STATE COLLEGE CABINET AND
ADMINISTRATIVE COUNCIL

In order to provide for regular and systematic discussion of college problems, questions of policy, and administrative procedures, I am establishing two administrative groups designated as a Cabinet and Administrative Council. The Cabinet has been meeting regularly for several months and with the addition of several new institutional administrative personnel, I feel that the Administrative Council can begin functioning very soon.

The memberships of the two groups follow:

Cabinet

President

Vice President for Academic Affairs

Vice President for Fiscal Affairs

Administrative Council

President

Vice President for Academic Affairs

Vice President for Fiscal Affairs

Dean of Student Life

Dean of Admissions and Records

Dean, School of Business

Dean, School of Education and Psychology

Director of Library Services

Chairman, Department of Social Sciences

Chairman, Department of Mathematics

Business Manager

Director of Public Information Office

Director of the Physical Plant

The Cabinet will continue the practice of meeting each Monday at 8:30 a.m. The Administrative Council will meet in the Conference Room at 3 p.m., the second Wednesday of each month, with the first meeting scheduled on September 12, 1973. Of course, both groups may be called together for special meetings if it is necessary to meet more often than the regular schedule indicates. Also, the membership of either group may be changed as institutional organization dictates.

Faculty members and other Tyler State College personnel are invited to write the President's Office to recommend topics for discussion by either group.

JHS:11