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9-22-1980

### Cabinet Meeting Minutes, September 22nd, 1980

University of Texas at Tyler

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University of Texas at Tyler, "Cabinet Meeting Minutes, September 22nd, 1980" (1980). *Cabinet Meeting Minutes*. Paper 17.

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CABINET MEETING  
September 22, 1980

1. Reporting of Faculty Salary Data for 1980-81

There was brief discussion with regard to a September 15, 1980 memorandum from the Coordinating Board concerning reporting of faculty salary data for the nine month session, 1980-81. This is a routine report and will be developed for our institution through the vice president for fiscal affairs and returned to the Coordinating Board no later than October 13, 1980. The memorandum requesting the report is dated September 15, 1980.

2. Coordinating Board Classification of Institutions

In regard to the August 26, 1980 memorandum from the Commissioner of Higher Education relative to a system for the classification of Texas institutions of higher education, the September 9, 1980 response of Chancellor E. D. Walker was mentioned for the record. Chancellor Walker's response which was made as a result of an agreement among presidents of U.T. academic institutions was circulated to both vice presidents earlier. Through discussion of this communication, the Cabinet agreed that the matters of concern about the proposed classification by the Coordinating Board were adequately conveyed in the Chancellor's response. This matter had been previously discussed as item number 2 in the September 8, 1980 Cabinet meeting.

3. Institute of Higher Education Management

The possibility of the Institute of Higher Education Management conducting a workshop session with academic department chairmen had been discussed earlier in an informal manner and was discussed further. It was concluded that it would be appropriate and desirable for Dr. Donald C. Lelong and Dr. Martha S. Williams to visit our campus on October 13, 1980 for the purpose of pursuing planning for a possible academic department chairmen workshop program to be conducted under the auspices of the Institute of Higher Education Management. It was concluded that during the visit of these two individuals, planning for such a program would be considered and that deans and perhaps one or two department chairmen would be called upon to determine the merit of this activity from the standpoint of chairmen.

4. Opening of University Library

It was mentioned that preliminary thoughts should be given to the possibility of an open house for the new library sometime during the Spring Semester 1981. Specifically, it was suggested that February or March would be an appropriate time to consider this activity. The Cabinet decided to give further thought and attention to this matter and discuss it more fully at a later time.

5. 1981-82 Legal Holidays

It was reported that current information reflects there will be thirteen legal holidays available for allocation during the 1981-82 fiscal year. This is to be checked further for the possibility of one additional holiday that may be appropriate under the current law. Also, it was noted that this is a matter subject to modification during the next legislative session. It was agreed that plans will proceed in planning the 1981-82 calendar on the assumption that thirteen holidays will be allocated. Adjustments that may be required will be made should information be received indicating the necessity for any change in calendar planning.

6. Computer Advisory Committee

After discussion, the Cabinet approved the reappointment of an ad hoc Computer Advisory Committee for 1980-81. Through further discussion of this matter, it was concluded that during the current year thought should be given to the possibility of changing this committee to standing committee status.

7. Directional Sign at Omen Road Entrance

Approval was given for adding information to the directional signs at the Omen Road entrance to include the library, the School of Business Administration and the School of Liberal Arts.

8. Vaughn Nursing Gift

Discussion was conducted relative to the need for developing a specific budget for the Vaughn Foundation gift in the department of nursing. Approval was given for payment of the Southern Regional Education Board dues along with National League for Nursing and American Association of Colleges of Nursing dues. The vice presidents were requested to give further attention to other items that are included in a general way in this budget for the purpose of specifying the budgetary requests for equipment, travel and instructional materials. This matter will be brought back to the Cabinet at a later meeting.

9. Consultant Report

Extensive discussion was conducted relative to the need for revising various institutional forms that deal with outside employment and consulting. This discussion pertained primarily to information contained on pages 19, 20, and 21 of the Handbook of Operating Procedures. Through discussion, it was decided that the vice president for academic affairs will proceed with developing changes that are required in certain institutional forms dealing with this area of concern and will bring this matter back to the Cabinet. In the meantime, both vice presidents will emphasize to all staff members the significance of the rules and regulations pertaining to outside employment and/or consulting.

10. U.T. System Conditions and Requirements for University Employment

Discussion was conducted relative to the need for providing a copy of the Conditions and Requirements for University Employees form to all U.T. Tyler employees who have not signed this form. The Cabinet agreed that the director of personnel services should provide this information to each employee of the university through the employee's departmental chairman in order for all employees to execute this document and return to personnel for filing.