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Cabinet Meeting Minutes, October 6th, 1980

University of Texas at Tyler

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CABINET MEETING
October 6, 1980

1. Announcements

An announcement was made indicating that a national bicycle racing association event will be conducted on campus October 18, 1980 as a part of the Texas Rose Festival activities.

A September 30, 1980 letter from The Texas A & M University System concerning a presidential search for the College Station campus was shared with the vice presidents.

The Cabinet was advised that the dean of student services is working with the SLAC group to develop a student election code in anticipation of regental approval of the Student Government Association Constitution.

With regard to Item 2 of the September 22, 1980 meeting which dealt with Coordinating Board classification of institutions, the September 29, 1980 memorandum from Commissioner Kenneth H. Ashworth was mentioned for the record. This memorandum, which was circulated to the vice presidents on October 2, 1980, conveyed that the proposed classification system for senior colleges and universities would not be included in the long range plan for higher education.

The vice presidents were advised that no further information has been received pursuant to the visit of Dr. Donald C. Lelong and Dr. Martha S. Williams on October 13, 1980 and that information will be conveyed to the vice presidents when it is received.

An announcement was made indicating that a report of the university housing study committee appointed during the 1979-80 academic year was made on September 25, 1980 and that the report will be used to support the need for university housing.

It was announced that the state auditor is beginning work on the institutional audit for fiscal year 1980.

A report on the first personnel office sponsored film sessions October 2, 1980 indicated that sessions were well attended with some sixty to seventy employees participating.

2. Cooperative Master of Science in Social Work Program

Discussion was conducted relative to the Cooperative Master of Science in Social Work Program between The University of Texas at Arlington and The University of Texas at Tyler. Included in the agreement will be a provision for U.T. Tyler to receive a portion (approximately $2,000) of the funds for library improvement contingent upon U.T. Arlington's receiving a grant.
Also, the vice presidents will consider the financial arrange-
ments section further to insure that institutional and state
requirements are met pursuant to concurrent enrollment. After
discussing these matters, the Cabinet approved this arrangement
enthusiastically, and the vice president for academic affairs
was requested to convey the positive attitude of the Cabinet
to individuals on campus who have worked so diligently to effect
this cooperative agreement.

3. 1981-82 Calendar

Based upon earlier work on the 1981-82 university calendar, the
calendar was approved after brief discussion of appropriate ele-
ments. The calendar will be prepared in final form and provided
to Mr. Whitfield for inclusion in the 1981-82 catalog.

4. Professional Consulting and/or Employment

Following discussion, modifications in three institutional forms
were approved. These include: Request for Professional Consult-
ing and/or Employment; Request for Approval of Consultant Services;
and Recommendation for Faculty Employment.

5. Use of Facilities by Children of Employees

It was reported that employees are permitting children to use keys
for entering campus facilities at times when buildings are closed.
After discussion, it was decided that the vice presidents will
convey through their staffs that this practice should be eliminated.

6. Direct Deposit of Payroll Checks

Discussion was conducted relative to the feasibility of the vice
president for fiscal affairs conducting a survey of faculty and
staff about interests in direct deposit of payroll checks. This
survey was approved by the Cabinet and the vice president will
proceed with developing an appropriate instrument for this purpose.

7. 1981-82 Budget Recommendations for Reclassification and Salary
   Adjustments

After discussion, it was decided that the vice presidents should
develop a request through which department administrators may
indicate needs pertaining to reclassification and salary adjust-
ment requests for the 1981-82 institutional budget.

8. Emergency Procedures

After discussion, it was decided that any emergency matters on
campus such as bomb threats or other similar emergency situations
should be reported to all Administrative Council members for
information. Hereafter, this information will be communicated
from the office of the vice president for fiscal affairs.
9. Directional Sign at Omen Road Entrance

With regard to Item 7 of the September 22, 1980 meeting, the vice president for fiscal affairs requested reconsideration in order to more appropriately deal with the addition of directional information on this sign. The primary challenge concerns adding information to this sign in a consistent manner. The matter will be reviewed further for Cabinet approval.

10. Equipment Needs

The Cabinet discussed the equipment needs report requested by the chancellor which is due October 15, 1980. Although information has been received from most departments, it was determined that the vice presidents need to direct attention to further consideration and refinement of the requests. This work will be accomplished in order for the report to be sent to the chancellor no later than October 13.

11. Telephone Work Orders

After discussion, it was agreed that all telephone work orders will be routed through the director of purchasing and general services who in turn will send the orders to the director of physical plant.