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Administrative Council Meeting Minutes, January 24th, 1974

University of Texas at Tyler

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I. Architectural Plans

The meeting was called to order by Dr. James H. Stewart, Jr., President of Tyler State. He read the following extract from a letter that was written recently to Mr. William T. Steely, project director with Caudill Rowlett Scott, Inc., of Houston, informing him of the Board of Regent's action of January 9.

"This will acknowledge your letter of January 11, 1974 concerning the probable construction cost estimate provided to our institution as a part of the design development report to our Board of Regents at their meeting on January 9, 1974.

In order that you will have the Board action as recorded in the official Minutes of the January 9, 1974 Tyler State College Board of Regents meeting, that information is excerpted from the official Minutes as follows: 'Regent Velvin moved, and Regent Abernathy seconded, that based upon the probable construction costs furnished by the architect (Exhibit C) the Board of Regents approve the Caudill Rowlett Scott design development documents for Phase I construction subject to the architect's consideration of the recommendations made by the Tyler State College staff. Motion carried unanimously.' Exhibit C referred to in the motion pertains to the probable construction costs for Phase I which you provided in your report before the Board. The portion of the motion which states 'subject to the architect's consideration of recommendations made by the Tyler State College Staff' pertains to the Staff having the opportunity to provide continued input relative to Phase I facilities. Much of this input has been provided to you in documented form but you have not responded completely to all educational specifications presented. Recognizing that we have discussed this matter and you have advised me that Caudill Rowlett Scott, Inc. will respond to this input, I feel that our primary concern becomes that of having your response at the earliest possible time."

Dr. Stewart introduced Mr. Steely.

Mr. Steely stated that the project is extremely complex. The design development stage is where all details are put into the drawings. The purpose of the furniture being shown on the plans is to tell the engineers where utilities would be located in each room. The interior department was responsible for drawing the plans where the furniture is shown. The final drawing will not show the furniture.
He said that until the time when the contractors actually begin construction, new ideas and changes may be suggested and possibly implemented. Between now and that time, the changes will be more concise and detailed.

Dr. Stewart suggested that a review session be scheduled in order for the TSC employees to examine the final plans before the actual construction begins. He also stated that it will be very important at that time for each person to express his dislikes so that nothing will be overlooked or left out.

Mr. John Sawyer, Vice President for Fiscal Affairs, proposed that all suggestions and new ideas should be given to Mr. John Pierce, Director of Physical Plant, in written form for him to channel them to the architects. Dr. Stewart emphasized that each person must "pick up on his suggestions" until they are implemented or, if not implemented, explained why they were not.

Mr. Steely said that the next set of drawings will include an entire set of the plumbing drawings and an entire set of electrical drawings.

Mr. Sawyer asked if any progress had been made on determining the type of paper hanger or container that will be used for posting grades, office hours, etc. The suggestion was made that bulletin boards be used in a central area for each department. It was agreed that some type of policy should be made concerning the posting of notices, grades, and office hours so that the procedure would be uniform.

The distribution of mail in the new facility was discussed. Mail boxes are in the architectural plans for each department. The mail will be carried to the secretaries and they will distribute it through individual mail boxes.

Mr. Jim Powell, Director of the Public Information Office, announced that the Scale Model of Phase I is being displayed in several Tyler banks. It will be on display in the Peoples National Bank through this week, in the Tyler Bank and Trust Company January 28 through February 1, in the Citizens First National Bank February 4 through 8, and in the Southside State Bank February 11 through 15.

Dr. Stewart commended the employees on their part in making Tyler State College an institution with an outstanding image. He had received many remarks during registration and in the past few months on the congenial atmosphere at Tyler State.

II. ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

ATTENDANCE:

A. Wayne Criswell  Dr. Gerald L. Morris  Members Absent:
Dr. George Joyce  John R. Pierce  Dr. Robert L. Cox
Dr. O. Robert Marsh  James S. Powell  Dr. Billy L. Turney
James L. Mayfield  John R. Sawyer
Dr. Noel H. McCoy  Dr. Frank H. Smyrl

William T. Steely of Caudill Rowlett Scott, Inc. was a visitor.

JHS:11