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Administrative Council Meeting Minutes, April 9th, 1974

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University of Texas at Tyler, "Administrative Council Meeting Minutes, April 9th, 1974" (1974).
Administrative Council Minutes. Paper 5.
<http://hdl.handle.net/10950/2218>

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Dr. Marsh

THE MINUTES
ADMINISTRATIVE COUNCIL
TYLER STATE COLLEGE

2:00 p.m., April 9, 1974

I. REQUEST FOR APPROVAL OF TRAVEL

Mr. John R. Sawyer, Vice President for Fiscal Affairs, stated that Tyler State College is having travel vouchers returned from the state for various reasons. He also mentioned that his office has had travel vouchers returned from the President's Office because they were improperly filled out. Mr. Sawyer made three suggestions to the group: (1) that each person look at the travel request a little closer; (2) that each person make sure that their secretaries are well trained in preparing travel requests and if a secretary should need help, she should go to the business office for instructions on filling out the travel requests; and (3) that a travel request be filled out at least a week in advance if possible. He said that prior approval must be obtained before any trip is made. Sometimes, in case of an urgent trip, this requires a phone call to the proper authority who approves travel. He said to be sure to date the travel request the same day of the trip or the day before the trip and never to date it after the trip has been made.

Mr. Sawyer said that most of the mistakes that were made on travel vouchers and travel requests were under the area of "Purpose of Travel". He said that most people have a tendency to use too little verbage. He mentioned that too much verbage is better than too little. He said to be sure to clearly state the benefit of the trip for Tyler State College and give an adequate reason. He said to make sure that the statement is accurate on the travel request because, in most cases, the person making the request will copy the purpose of the travel from the travel request onto the travel voucher and send it to the state. He said that if it is right on the request, then it should be right on the voucher.

Mr. Sawyer cautioned the group about recording round trip mileage, meals and per diem (auto expenses, airport parking, etc.) on the travel voucher. He mentioned that if there were more than one person going to the same meeting, everyone should fill out a travel request that will stand alone. This means to state on the request why two people cannot travel together. Explain why one could not leave at the same time and return at the same time, etc.

II. STATUS OF SUMMER SCHEDULE OF CLASSES

Dr. Bill Turney, Vice President for Academic Affairs, mentioned that the summer schedule of classes will be out by the end of the spring break. He mentioned that a total of 234 classes is scheduled for the summer; 141 classes for the first summer term and 93 classes for the second summer term. He mentioned that two thousand copies of the schedule have been ordered and more will be printed as needed. Dr. Turney quoted Dr. Stewart in saying that

if classes do not make this summer, the instructors will not be paid for the classes. This item is to be discussed more fully in the Dean's Council Meeting following the Administrative Council Meeting.

III. STATUS OF 1974-75 COLLEGE CATALOG

Mr. James S. Powell, Director of Public Information, stated that at least 100 of the 1974-75 catalogs should be received the week of April 15. He mentioned that the other catalogs would be received as soon as the freight line could deliver them. He also gave a report on why there had been a delay in the arrival of the catalog. He said that this was because of the cover for the catalog. The negatives of the picture for the cover were not properly registered. Therefore, another cover had to be selected, causing the delay in the delivery of the catalog.

IV. STATUS OF ARCHITECTURAL PLANNING

Mr. John Sawyer said that the architects were progressing very fast on the Phase I construction plan. He said that the site package was almost ready to be released and that hopefully a contract will be let for the preliminary site work in four to six weeks. He mentioned that this means contractors will go on to the site and clear parking lots and areas where buildings will be located. He also mentioned that surveyors and architects have already been on the scene and marked the trees that were to remain on the site and that they have also marked the roadways and parking lots.

V. REPORT ON ASSOCIATION OF TEXAS COLLEGES AND UNIVERSITIES MEETING

Mr. Sawyer mentioned that President James H. Stewart, Jr. attended the Association of Texas Colleges and Universities Presidents Meeting last Thursday and Friday in San Antonio. He said that Dr. Stewart reported that the association endorsed the Coordinating Board's study relating to the duplication of effort concerning extension courses. He mentioned that the chairman of the Coordinating Board was present at this meeting. He also mentioned that community colleges, junior colleges, private colleges, and church-related colleges were aware of this problem because their presidents were present at this meeting also. Dr. Stevens of Abilene Christian College is the incoming president and Dr. Steen of Stephen F. Austin State University is the outgoing president, and only those colleges and universities that are subject to accreditation by the Commission on Colleges, Southern Association of Colleges and Schools, are eligible for membership in the Association of Texas Colleges and Universities as opposed to the Commission which accredits vocational and technical schools.

Dr. Robert Cox, Dean of the School of Education and Psychology, asked when the Coordinating Board is going to act on the duplication of efforts. Mr. Sawyer said that he received a letter today from an area senator saying that maybe

some action would be taken by this fall. Dr. Turney mentioned that the Coordinating Board has the power to police the situation but have not used this power. He said that it seemed that the Coordinating Board was hoping that each institution would work out the problem; at least, this is what one of the Coordinating Board staff members had told him earlier.

VI. ANNOUNCEMENTS

Mr. John Pierce, Director of Physical Plant, reported that there had been problems in the janitorial and custodial service recently because of illness.

VII. ADJOURNMENT

The meeting was adjourned at 5:00 p.m.

ATTENDANCE:

Dr. Robert L. Cox
A. Wayne Criswell
Dr. George Joyce
James L. Mayfield
John R. Pierce
James S. Powell
John R. Sawyer
Dr. Frank H. Smyrl
Dr. Billy L. Turney
Dr. Gerald L. Morris

ABSENT:

Dr. O. Robert Marsh
Dr. Noel H. McCoy
Dr. James H. Stewart, Jr.