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TYLER STATE COLLEGE

100 E. BERTA

TYLER, TEXAS 75701

March 5, 1974

OFFICE OF THE PRESIDENT

TELEPHONE 214 595-0711

To: Board of Regents, Tyler State College
From: James H. Stewart, Jr. 
Subject: Administrative Notes

I. Board of Regents Meeting and Committee Meetings

A special called meeting of the Board of Regents will be conducted in the Tyler State College Conference Room on Wednesday, March 13, 1974, at 3:00 p.m. The agenda for this meeting is attached.

Your particular attention is called to the following schedule for Board Committee meetings:

2:00 - 2:10 p.m.	Executive Committee
2:10 - 2:20 p.m.	Finance and Appropriations Committee
2:20 - 2:35 p.m.	Academic and Personnel Committee
2:35 - 2:50 p.m.	Campus and Building Committee
2:50 - 3:00 p.m.	Legal Committee

Since each of you serves on various Board Committees, this schedule has been developed in order to permit each Committee member to attend the meetings of the Committees to which he is assigned. Of course, all Board Members are invited to be present for all Committee sessions between the hours of 2:00 and 3:00 p.m.

II. United Fund Award

At the annual meeting of the United Community Fund of Tyler and Smith County, Tyler State College was presented an Outstanding Citizenship Award to Employees for support given to the United Fund drive last fall. This award plaque hangs in the foyer of Tyler State College.

III. Expenditures for Period Ending February 28, 1974

Attached is a copy of the expenditures for Tyler State College for the period ending February 28, 1974, for your information and files.

JHS:11