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Administrative Council Meeting Minutes, February 10th, 1976

University of Texas at Tyler

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I. ANNOUNCEMENTS

Dr. James H. Stewart, Jr. reported that he has received official wording on the bond ratings for the HPE facilities. Moody's and Standard and Poor's rated the bonds "A", and this is better than anticipated.

The Board of Regents will meet February 18, and at that time, they will open bids on the bonds for the HPE building. The board will have the choice of proceeding with these facilities by change order or by taking new bids.

A University Mascot Committee was formed sometime ago, and to date, the committee has studied and presently trimmed the 101 suggestions to nine.

II. EMPLOYEE APPLICATION FOR LEAVE

Wayne Williams, director of personnel services, passed out the new three-part form for sick leave. There are no changes at the top of the form except for clarification for emergency leave. The major change is that the department supervisor and the director of personnel services will now have the authority to sign the approved vacation and sick leave hours without going through the vice presidents and president.

However, emergency leave or anything outside vacation and sick leave will still have to go through the vice presidents and president. This new procedure will allow the form to get back to the department and employee quicker and will be time saving on the vice presidents and president.

Phyllis Jett is working on the new form, and with the president's approval, this new procedure can go into operation even though each department will be using up their supply of old forms.

A point of clarification brought up by Mr. John Sawyer is that the blank for the department supervisor's signature should maybe read head or chairman instead of supervisor. The intent is that a member at the administrative council level should sign in that blank.

Mr. Sawyer reported on a new development for payment for sick leave. An employee must be paid for one-half of his duly accrued sick leave upon termination of employment. An attorney general's opinion was requested by the Coordinating Board to see if this applied to institutions of higher education, and he held that it does apply to institutions of higher education. Provisions will, therefore, have to be made in our budgeting process to cover payment of approved sick leave until such time as this is changed. Many feel this will be changed in the next session of the Legislature, but Mr. Sawyer said he will not speculate at this time.
Mr. Sawyer called attention that administrative council members need to be aware of this new procedure because it means if a person works one or more days during a month, he accrues a day of sick leave. If a person is brought in on a short-term basis, for example, one day a month, we will be paying that person one and a half day wages under this new set up. In short, Mr. Sawyer stressed to minimize these kinds of appointments wherever possible.

III. REORGANIZATION REPORT

A brief report was given by Dr. Stewart. He mentioned that he had received a letter from the Coordinating Board approving all the requests for reorganization with the exception of three items which must be approved formally by the Coordinating Board in April.

The three items that will require formal approval are:

1. The Department of General Business in the School of Business Administration
2. The Department of Industrial Education in the School of Applied Studies
3. The Department of Technology in the School of Applied Studies

Dr. Stewart said he does not anticipate any problems.

IV. ADMINISTRATIVE COUNCIL RETREAT EVALUATION

Dr. Gerald Morris pointed out the highlights of his evaluation made on the retreat. The evaluation form was sent to each member of the council except the president, two vice presidents and Dr. Morris. The final report was made available to the president and two vice presidents. It was suggested the report be made available to each council member.

Dr. Donald Anthony passed out a summary of the three topics he was in charge of at the retreat.

Dr. Stewart said that there was some concern with what was dealt with at the retreat as being all academic. Dr. Stewart said he felt that this is what was required at this time, and perhaps we can depart from it in the future. The philosophy of the non-academic staff is to be a supportive staff in nature, and the academic programming has to be the heart of the institution. The retreat was done on this basis rather than from the standpoint of neglecting the non-academic personnel.

V. UNIVERSITY GOALS AND POLICIES

A revised edition of the University Goals and Policies was made available to each council member. Changes and corrections were recommended and discussed.
Concerning the goals pertaining to research, Dr. Stewart said that he has asked for faculty input on this goal. We are interested in research and we do encourage it and will allocate resources to it, but it will be secondary to the teaching function. Texas Eastern University is primarily a teaching institution.

VI. ADJOURNMENT

The meeting was adjourned at 3:30 p.m.

ATTENDANCE:

Dr. James H. Stewart, Jr.
Dr. Donald Anthony
Dr. Robert Marsh
Dr. George Joyce
Wyman Seay
Wayne Williams
Archie Whitfield
L. J. Grubbs
Wayne Criswell
James Mayfield
Dr. Robert Cox
Dr. Gerald Morris
Steve Stamps
John Sawyer

ABSENT:

Dr. Tom Turns
Dr. W. A. Mayfield
Dr. Frank Smyrl