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TYLER STATE COLLEGE

100 E. BERTA


TYLER, TEXAS 75701

March 25, 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

The Annual Meeting of the Board of Regents will be conducted in the Tyler State College Conference Room on Wednesday, April 3, 1974, at 3:00 p.m. The agenda for this meeting is attached.

Your 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

II. Visit of Governor Dolph Briscoe to Tyler

George Pirtle and Ben Fitzgerald are coordinating a Tyler visit and dinner for Governor Dolph Briscoe on April 3, 1974. The coordinators wish to focus attention on Tyler State College as a part of the program and therefore are inviting Regents and wives to sit at a special table during the evening. Regents and wives will be individually introduced by the Master of Ceremonies, Harry Loftis. This is an exceptionally good opportunity for Tyler State to be recognized and I trust that all Regents will make every effort to attend. Since the meeting is scheduled following the Annual Meeting of the Board, this appears to be an ideal time for the Governor's visit from our standpoint. The meeting will begin at 6:30 p.m. in Harvey Hall.

Please return the enclosed card as soon as possible in order for me to have information about purchasing your tickets and to inform the committee about the number of reserved places that Tyler State will require for the program. Upon hearing from you, I will obtain the tickets and make them available to you during the Board of Regents meeting next week.

As you will note, also, there is a space on the card to indicate whether or not you will attend the luncheon preceding the Annual Meeting of the Board of Regents at Willow Brook Country Club. Your attention to completing this part of the card will also be helpful in planning the luncheon scheduled at 12 noon.