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# Intercom

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## TEU BOARD COMMITTEE TO MEET FRIDAY

The Campus and Building Committee of the TEU Board of Regents will meet at 3 p.m. Friday to review architectural documents for construction of health and physical education facilities.

Plans for the facilities were presented to the board June 23 by Geren Associates Architects Engineers Planners of Fort Worth. Changes requested by the board will be presented to the committee.

An August 4 meeting of the board has been scheduled with tentative plans to receive and open bids on the construction project on that date.

In other board action of June 23, the employment of the faculty for the second summer session was approved and eight new faculty appointments were announced. Also receiving approval was the employment of eight classified personnel and one change in position.

## INFORMATION ON TEU'S NEW FACILITIES

The move of the library and administrative offices to the permanent campus is underway.

Each individual is asked to become familiar with policy and procedure concerning the new facilities and ask questions of appropriate authorities when there is doubt.

During the transition period, information about the permanent campus will be distributed through the Intercom and written communication from various departments.

University officials recognize that new facilities cannot be 100 percent ready immediately upon occupancy. Some adjustments will have to be made as needs are identified and as time permits.

### BULLETIN BOARDS

Bulletin boards throughout the campus and fabric walls in the offices are to be the only ways to display information. The bulletin boards are provided close to offices and in classrooms for posting of notices. Additional bulletin boards will be provided as needs are observed. Faculty schedule card holders are also provided. Therefore, no displays, posters or notices are to be put on any wall.

Even though it will require some time to make the adjustments and meet new needs properly, personnel will need to refrain from improperly hanging or displaying anything on walls.

(continued)



(New Facilities Information continued)

### OFFICE WALL DISPLAYS

Pictures and/or diplomas are to be hung by the Physical Plant Department. Proper materials have been purchased. A telephone call to the Physical Plant Department will initiate a work request. Requests will be processed as quickly as possible. Meanwhile, it is important to preserve the finish of the walls.



### PUBLIC HEARING SCHEDULED JULY 20

A public hearing will be held Tuesday, July 20, at City Hall in Tyler with the City Council to consider repaving 13 streets in Tyler, including Old Omen Road from the north property line of McDonald to the south property line of East Fifth Street.

The estimated cost of the improvements on this portion of the street is \$125,000.

The name of Old Omen Road was reestablished by the City Council at a July 2 meeting after objections had been received on the previous change in the street name to Texas Eastern Avenue

The City Council passed an ordinance to change the name of Calloway Road to Patriot Avenue and designate Spur 248 as University Boulevard.



## NEW CAMPUS MOVE PROGRESS REPORT

Several offices have moved into the new facilities--Business Office, Personnel Services and Purchasing Department. Student Life offices have also relocated.

The switchboard is also "up" at the new campus--the number is 566-1471.

Extension numbers will be published when all equipment is installed; however, Ellen Hogan is at the new board and has a list of the working extensions.

The Office of Admissions and Records is scheduled to move on July 12 with others to follow that week; these being Public Information, Institutional Planning & Analysis, Vice President for Fiscal Affairs, Vice President for Academic Affairs and the President's Office.

The following week (July 19) will probably see the Physical Plant Department, University Police and Central Service departments (mail, stores, receiving and print shop) relocated. Work will begin on academic areas, data processing, etc. prior to the end of the summer term to the extent possible.

NOTE: As your office occupies the new quarters, please check the following items:

1. If you are receiving new furniture, inspect it carefully and list scratches, dents, misaligned drawers/doors, fabric tears, defective locks, etc. Forward this information to Wayne Criswell promptly in order to schedule repair or replacement.

(continued)

2. In those offices with wall hung shelving, double check brackets to make sure they are well "set" into standards before loading shelves. If these brackets are changed for different shelf arrangements, be sure to tap these brackets down into the standards until snug.



## SUMMER II ENROLLMENT CLIMBS TO 728

Enrollment for the second summer session reached 728 at the close of business Thursday.

First day enrollment was 552 with the others processing Wednesday and Thursday.

The record enrollment for Summer II was 691, set one year ago.

A summer institute, "Law in a Changing Society," begins Monday with 120 participants.



## CALENDAR OF UP-COMING TEU EVENTS

- July 9 - Campus and Building Committee of  
TEU Board of Regents meet, 3 p.m.
- July 14 - Dr. James H. Stewart, Jr. speaks  
at noon luncheon of Tyler Jaycees  
at Wyatt's Cafeteria
- July 16 - Last day to file for Summer 1976  
graduation
- July 21 - Last day to drop a course with an  
automatic grade of "W"
- Aug. 4 - TEU Board of Regents meeting  
3 p.m., Conference Room
- Aug. 5 - Last day to drop a course  
  
Summer Convocation, 4 p.m.
- Aug. 6 - Final examinations



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INTERCOM is published every other Friday (excluding holidays) for Texas Eastern University personnel. Deadline for submission of written material is 10 a.m. Wednesday before publication. The information is collected, edited and written in the Public Information Office, Room 202, Telephone Extension 51.

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