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# Intercom

Published bi-weekly for  
Texas Eastern University  
Personnel



December 1, 1977  
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## ORIENTATION SESSIONS SET FOR FRIDAY

All employees of Texas Eastern University are encouraged to attend one of two special information sessions on social security Friday.

Tom Guy, district manager for the Social Security Administration, will discuss the social security program in general and answer specific questions from employees.

Sessions are scheduled from 3-4 and 4-5 p.m. Friday in ADM 127.

This is the first of several planned programs designed to help university employees determine their individual views and interests in participating in social security.

The 65th Texas Legislature passed legislation which provided for the state of Texas to pay the employee's portion of social security taxes up to 5.85 percent on earnings up to \$16,500 per year effective September 1, 1978.

This change in the law was intended to provide a significant fringe benefit to employees of the state. TEU does not presently participate in social security.

## EARLY SPRING REGISTRATION SCHEDULED

Texas Eastern University will have early registration for the spring semester Dec. 5-8 for new and returning students. Offices will be open from 8 a.m. to 7 p.m. each day.

The major difference between early registration and preregistration held in previous semesters is that students will pay all tuition and fees. Students will then report to classes in January.

Each of the six schools will have a faculty representative assigned to the registration table on the second floor of the Administration Building from 5-7 p.m. each day.

Returning students are to start the early registration process in their academic schools. New students are to begin in the office of admissions and records.

## OPINIONNAIRE TO BE ADMINISTERED

A 240-question opinionnaire will be administered from 8 a.m. - 5 p.m. Thursday and 8 a.m. - 2:30 p.m. Friday in ADM 127. All faculty and professional staff of Texas Eastern University are requested to participate.

Results of the opinionnaire will be used in the self-study for the Southern Association of Colleges and Schools.

Gerald Morris, director of the self-study, said the opinionnaire should require between one and two hours to complete. It does not have to be completed at one time. It does, however, have to be completed by 2:30 p.m. Friday and must be taken in the designated room.



# *in the Spotlight*

JOHN M. CALLAHAN presented stage violence workshops at Tyler Junior College on Nov. 10, Kilgore College on Nov. 16 and will present one at Henderson County Junior College on Dec. 5.

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THEODORE LEHMANN spoke at a meeting of the Future Teachers Association of Chapel Hill High School on Oct. 16.

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RONALD W. ROBINSON was a recent speaker at a noon luncheon of the Tyler Jaycees and at a meeting of the Tyler chapter of National Association of Accountants.

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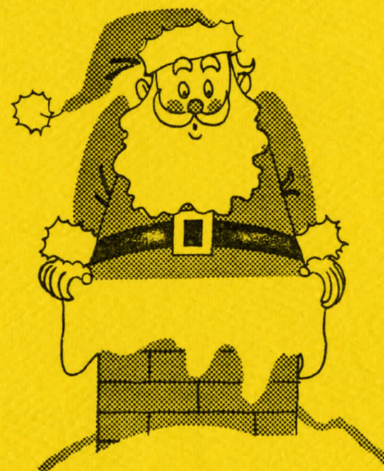
ROBERT G. TEETER was notified that he passed the Texas Bar Examination and was officially sworn in as a member of the State Bar of Texas on Nov. 22 in a ceremony held in Austin.

\* \* \* \* \*

TOM G. TURNS has been appointed a member of the John Tyler High School Career Development Committee. This committee, composed of school and business personnel, will coordinate career development activities between the school and the business community.

\* \* \* \* \*

DONALD W. WHISENHUNT has been named "Colonel, Aide-de-Camp" to Jerry Apodoca, governor of New Mexico. This is an honorary position awarded by New Mexico's governor to individuals of distinction or to those who have made outstanding contribution to the state.



## WEBB SOCIETY SPONSORS FIELD TRIP

A field trip and tour of several historic sites in East Texas is scheduled for Saturday. The event, sponsored by the Webb Historical Society, is open to all Texas Eastern University students, faculty, staff and their families.

Participants will assemble at 9 a.m. Saturday in Mount Selman at the junction of US 69 and FM 855. The site of old Larissa College, Larissa Cemetery and the site of the Killough family Indian massacre will be visited. Frank H. Smyrl will serve as guide and resource person.



## CHAMBER OFFICIALS VISIT TEU CAMPUS

Members of the Education Committee of the Tyler Area Chamber of Commerce and chamber officials visited the Texas Eastern University campus November 18.

During a meeting with members of the Administrative Council, committee chairman Jim Arnold told the group of the chamber's role in the creation of an upper-level institution to be located in Tyler. James H. Stewart, Jr. reviewed TEU's growth since the university opened for enrollment in January 1973.

The visitors were given a tour of the campus, including the new Physical Health and Education Building.

On Monday, November 21, the chamber mailed a letter to 1,500 member-investors giving highlights of TEU's development over the past five years and registration dates for the spring semester. Included with each letter was a postcard which could be used to request additional information about the university.



# TEU EMPLOYEES CONTRIBUTE \$2,104.13 TO 1977 GREATER UNITED WAY CAMPAIGN

Contributions to the 1977 United Way campaign by Texas Eastern University employees and students are up to \$2,104.13 with 75 percent of the employees participating. Giving is up by \$142.93 over the 1976 total by TEU employees.

President James H. Stewart, Jr. recently received the following letter from the president of the 1977 campaign.

Dear Jim:

You are aware that the Greater Tyler United Way fund drive this year has been the most successful in the drive's history. The success has been due to many, many reasons; but the most important reason is because you and your employees gave so generously in helping us break this new record.

Please express our sincere thanks to all of the Texas Eastern University employees for their very generous gift of \$2,000.

"Thanks to you--it works for all of us!"

Sincerely,

(signed)

M. W. Hightshoe  
President



## FALL CONVOCATION SCHEDULED DEC. 9

Fall convocation for Texas Eastern University students completing degree requirements this semester will be held at 4 p.m. Friday, December 9, in room 122 of the Physical Health and Education Building.

David K. McKie, chairman of the board of regents, will be the speaker. University participants will include James H. Stewart, Jr., Donald W. Whisenhunt and the five academic deans.

A total of 125 students have filed for fall graduation. These include 21 at the master's level.

Degree candidates and their guests are invited to a reception, hosted by the faculty and administration with the TEU Women's Association serving, immediately following the program. The convocation and reception will be the first TEU activities in the recently-completed PHE Building.



The TEU Women's Forum will hold their monthly noon meeting on Friday, Dec. 2, in UC 134.

Hostesses for the meeting will be the library and copy center staff.

## WAYNE WILLIAMS TO REPRESENT TEU

N. Wayne Williams will represent Texas Eastern University on a state Advisory Committee which is to work with the Administrative Council of the Coordinating Board. Texas College and University System in implementing Senate Bill 95 which created the "Texas State College and University Employees Uniform Insurance Benefits Act."

Williams was elected by university employees. The selection was accomplished with the leadership of a representative institutional Nominating and Election Committee comprised of Wendell C. Hewett, W. Peyton Jones and Patsy Ruth McElroy.

A total of 140 employees voted. In addition to Williams, votes were cast for Dennis Breeden, W. Peyton Jones and Vincent Falzone. Mickey Mouse also received one write-in vote. All employees were provided an opportunity to participate in the election.

Senate Bill 95 vests authority in an Administrative Council within the Coordinating Board to implement, administer and carry out the purposes of the Act. Section IV (c) of the Act provides that an Advisory Committee shall be elected from each of the public institutional components, units or agencies. The Advisory Committee is to cooperate and work with the Coordinating Board Administrative Council in coordinating the administration of the group insurance program.



## MEMBERS APPOINTED TO NEW COMMITTEE

Representatives of all academic schools and the student financial aid office are serving as members of a newly-created Scholarship Committee for Texas Eastern University. Appointments were made by Dr. James H. Stewart, Jr.

James E. Shaw is serving as chairman. Patricia A. Gajda, Donald L. McClaugherty and Marion L. Rowe are serving one-year appointments while William B. Stephens, Gary Wright and Marilyn Young are appointed to serve for two years. All future appointments will be for a two-year period.

In addition to the permanent chairman and six voting members (one representative from each academic school), the committee is comprised of five ex-officio non-voting members including the president, vice president for academic affairs, vice president for fiscal affairs, dean of student life and dean of admissions and records.

The committee charge is to assist in formulating recommendations of policy concerning student financial aid and to act as a formal selection committee for university administered scholarships.

ALL TEXAS EASTERN UNIVERSITY

OFFICES WILL BE CLOSED

DECEMBER 23 - JANUARY 2

FOR HOLIDAYS



## NOTES ON PREPARATION OF VOUCHERS

Business Manager, A. Wayne Criswell, has issued the following clarification concerning purchase vouchers and the use of comptrollers object numbers for books and related materials.

Comptrollers object 2062 is used to record payments made for the purchase of library books, reference books, magazine subscriptions, microfilmed materials, filmstrips, films, dictionaries, manuals and mileage guides.

Comptrollers object 2016 is used to record payments made for materials used for academic purposed by students in classrooms (test sets, booklets, workbooks and chemicals) plus freight and postage which are part of the expense of acquiring the purchased item.

No books are to be coded 2016 unless they are for use by students in the classroom, or for resale by the university. A statement describing either of these conditions should appear on any voucher where books are purchased under object code 2016.

Please contact Jeanie Alexander, ext. 212, for questions about the above distinction in purchasing publications.

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