Administrative Notes, December 22nd, 1975

University of Texas at Tyler

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To: Board of Regents, Texas Eastern University  
From: James H. Stewart, Jr.  
Subject: Administrative Notes  

I. Board of Regents Meetings in January and February 1976

During the December 3, 1975 board of regents meeting, discussion was conducted relative to setting two board meeting dates in order to consider the proposed revenue bond program for our health and physical education facilities. The two dates discussed were January 21, 1976 and February 18, 1976.

After further consideration of these two dates with the three members of the board who were unable to attend the December 3, 1975 meeting and then consulting with Chairman C. Quentin Abernathy, it was decided that these two dates are acceptable. Therefore, please mark on your calendar the dates of January 21, 1976 and February 18, 1976 as board of regents meeting dates.

Regarding the revenue bond program, the important two items to be considered on January 21, 1976 will be approval of the notice of sale of our bonds and to officially set the date of February 18, 1976 as the date to receive, open and act on the revenue bonds for the health and physical education facilities.

II. Christmas Holidays

As a matter of information, I wish to mention that, according to our board-approved institutional calendar for 1975-76, all Texas Eastern University offices will be closed December 24, 1975 through January 2, 1976 for the Christmas holidays. Classes for the Fall Semester 1975 ended on December 19, 1975 and the Spring Semester 1976 will begin with registration on January 8 and 9, 1976 followed by the first day of classes on January 12, 1976.
III. Coordinating Board Role and Scope Report

Early in the fall, I reported information to you about the Coordinating Board Role and Scope project which the Coordinating Board was instructed to develop as a result of action by the governor and legislature during the last legislative session. At the last meeting of the board of regents (December 3, 1975), I reported to you that Texas Eastern University's report was nearing completion and that we had been requested by the Coordinating Board to have our report ready during the latter part of December. I also mentioned that regents would be furnished a copy of this report upon its completion.

The goal of completing our university's report on schedule has been met and it is being sent to the Coordinating Board today. At the same time, a copy is being provided herewith for each of you.

Dr. Anthony, Mr. Sawyer, Dr. Morris and our entire staff have performed their professional responsibilities in their usual proficient manner in developing this document which is, I want to emphasize, a five year planning report indicating the role and scope of the university. Further, it should be noted that all Texas state institutions are required to submit this report and that the report, in each case, was developed with the guidance and direction of the Coordinating Board staff.

The Coordinating Board staff now has the responsibility of studying and submitting these reports from the various institutions in the state to the Coordinating Board whereupon, I have been advised, official action will be taken. I have also been advised, as I related to you during our last board meeting, that prior to Coordinating Board action being finalized, each institution will have an opportunity to review and discuss with them (the Coordinating Board) any portion of the report about which there might be concern.

IV. Staff Planning for Phase II General Construction

The document pertaining to Phase II general construction resulting from staff planning is being sent to you separately. As you will note, the critical element of academic space planning, of course, has been incorporated as a part of this document along with other significant planning material. As this program of requirements document indicates, a considerable amount of work has been accomplished by the staff since the board of regents made the Phase II architectural selection and we are very encouraged about the progress that is being made.
It is assumed that you will be vitally interested in the project schedule found on page 130 of the planning material. Therefore, I wish to mention two or three highly significant points regarding the schedule.

First, I want to point out that the experience factor resulting from our Phase I construction program has been built into the management schedule. Second, you will observe that appropriate board approval points, of course, are included. Pursuant to these approval points, I wish to emphasize that, if the board can review and approve various portions of the project more quickly than is indicated, then, certainly, a fairly significant amount of time can be eliminated from the schedule. This, I think, will depend upon our ability to schedule meetings at the convenience of the board and the amount of time actually required by the board for desired review. Third, the staff shares with the board the desire and objective of wanting to occupy Phase II facilities at the earliest date which can be established as realistic. I am convinced that our architect also shares this sentiment. Therefore, it follows that throughout the project we should, and will, be conscious of compressing our schedule in every way that is possible and feasible. This observation is made, I might add, with the knowledge and understanding of Chairman C. Quentin Abernathy's earlier statement and charge, the essence of which was that he felt a normal and realistic schedule should be followed in our Phase II facilities project and that he did not feel that it was necessary for us to adopt a crisis orientation for our Phase II building program.

V. Report from Resident Engineer

Enclosed is a report from our director of physical plant and resident engineer for the week ending December 19, 1975.

JHS:rc

Enclosures

MERRY CHRISTMAS

AND

HAPPY NEW YEAR
CONSTRUCTION PROGRESS REPORT

Week Ending: December 19, 1975

General: All work activities, including site work and paving, have progressed reasonably well this week. However, the cold weather affected the progress to some extent.

Power Plant: The major work accomplishment in this facility occurred in the pipe insulation work and electrical work in the motor control panels and internal wiring within the several panels.

Student Center: Painting of accent walls continues along with limited installation of plumbing fixtures. Progress in other work activities has been insignificant this week.

Administration: Window wall work progressed this week on the 1st floor and drywall work including tape/float went well. Also, the plaster ceiling work in the Auditorium is essentially complete. Other mechanical/electrical work is progressing well and in general on schedule.

Science/Math: Brick work on the stairs to the 2nd floor is essentially complete. Plumbing and electrical fixture installation work is progressing; in fact, installation of laboratory furniture will soon start. Glass installation is essentially complete on the 2nd floor.

Physical Plant: Site work progressed fairly well this week considering the cold weather. The most significant work occurred in the interior where painting operations are in process.

Site Work: Paving of Parking Lot No. 2 and service drive to Student Center started last Wednesday. Paving has not started on the entrance road to the Power Plant. However, base preparation is essentially complete.

L. J. Grubbs, P.E.
Director of Physical Plant
and Resident Engineer

cc: Dr. James H. Stewart, Jr.
    Mr. John R. Sawyer