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TEXAS EASTERN UNIVERSITY

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OFFICE OF THE PRESIDENT

January 19, 1976

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

I. Spring Semester 1976 Enrollment Report

Enrollment for the Spring Semester 1976 reached 1210 at 3:00 p.m. today with late registration continuing until 7:00 p.m. I will have an additional registration report for the board meeting later this week.

Official enrollment for the Spring Semester 1976, which is to be used for state reports, will be established at the end of the 12th class day, Saturday, January 24, 1976.

II. Speaking Engagements

In accordance with past policy of reporting my speaking engagements on behalf of the institution, the following schedule is presented for your information:

| | |
|-------------------|--|
| January 14, 1976 | Men's organization of the First Presbyterian Church, Kilgore, Texas |
| January 30, 1976 | Bicentennial observance of the Flint-Gresham community in the Community Center |
| February 6, 1976 | Rotary Club, Gilmer, Texas |
| February 17, 1976 | Lion's Club, Jacksonville, Texas |
| March 9, 1976 | Daughters of the American Revolution, Tyler, Texas |
| March 18, 1976 | American Association of University Women, Tyler, Texas |

III. Report from Resident Engineer

Attached is a report from our director of physical plant and resident engineer for the week ending January 16, 1976.

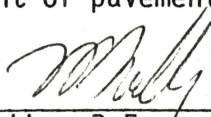
JHS:rc
Attachment

JAN 19 1976

CONSTRUCTION PROGRESS REPORT

Week Ending: January 16, 1976

- General:** Progress on the several work activities continues to be good due to favorable weather conditions and no unusual jobsite conditions. The Power Plant boilers are now operating in a satisfactory manner providing hot water to the Student Center, Administration, and Science/Math buildings. Work on elevator installation continues as scheduled.
- Student Center:** The contact surface of the wood floor is approximately 50% complete with increased efforts on this work activity. General clean up work has been started to remove excessive dust and construction debris. This building is completely weathered-in and heated. Electrical finish work and ceiling installation work is proceeding as scheduled and without incident. Tile setting work continues in restrooms. Air handler adjustments to improve operating efficiency are being made.
- Administration:** Electrical and mechanical work is showing good progress. Drywall and associated tape/float work is nearing completion. First floor, window partitions are in place. Building is weathered-in except for exterior doors. Ceiling installation is continuing satisfactorily and tile setting work is proceeding in restrooms without incident.
- Science/Math:** Exterior, front window wall partition on the first floor is being installed at this time. Electrical rough-in work and general mechanical work continues to progress well. Tape/float work on interior partitions is underway. Laboratory fixture installation has also started. All brick work is complete along with outside, covered walkway ceilings and lighting.
- Physical Plant:** Exterior wall, roof, and window wall work is essentially complete. Electrical rough-in work continues on the inside. Interior painting of walls is nearly complete. Plumbing and heating work continues to progress well.
- Site Work:** The areas behind the Administration and Science/Math buildings are being cleared of debris and some earth leveling accomplished. Continued preparation for paving activities has resumed at the Physical Plant. Other site work will continue as good weather permits. Also, the service road to the Power Plant from Spur 248 has been oiled prior to placement of pavement.



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

LJG/at

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