February 9, 1976

To: Board of Regents, Texas Eastern University

From: James H. Stewart, Jr.

Subject: Administrative Notes

I. Phase I Completion Schedule

Recent information has been furnished to me by our Phase I architect and general contractor indicating that there is some likelihood that our Phase I facilities will be essentially complete by June 1, 1976. In fact, June 1, 1976 is likely to be the approximate date when the final building of the five building Phase I program is completed. The other four buildings possibly will be completed on varying dates prior to June 1, 1976. Although it is premature for me to suggest specific dates when the various buildings might be completed, I do want to mention at this time that our Phase I work is progressing very well and there is the possibility of having all work on Phase I substantially complete around June 1, 1976. More information, of course, should be available on this subject on or before the Board of Regents meeting on February 18, 1976.

II. Phase II Planning

Our Phase II architect is making excellent progress with work for Texas Eastern University and it appears that the Geren firm will be ready for a presentation to the Board of Regents in approximately one month. This presentation will include schematic design material and certain information pertaining to the Master Plan. I should have more specific information to share with you by the time of our February 18, 1976 board meeting.

III. University Revenue Bond Program

A copy of the Official Notice of Sale and Official Statement relative to the university's revenue bond proposal for health and physical education facilities is enclosed for your information and files.
IV. United States Navy Band Program

As I reported to you at the January 21, 1976 board meeting, Texas Eastern was recently extended the opportunity to sponsor an appearance of the United States Navy Band. Arrangements have been finalized for that program and it has been scheduled for March 13, 1976 in Caldwell Auditorium. It now seems likely that we will have a matinee at 2:00 p.m. and an evening performance at 8:00 p.m. This program should be received extremely well throughout East Texas and I am very pleased that the university can sponsor such an outstanding program for the enjoyment of our students and East Texas citizenry. I will have tickets available for each of you at the February 18, 1976 board meeting.

V. Report from Resident Engineer

Attached is a report from our director of physical plant and resident engineer for the week ending February 6, 1976.

VI. Extra Serious Business

Chairman C. Quentin Abernathy, Regent Robert G. Schleier and I recently located the above cartoon and felt it should be sent for the board's edification. Chairman Abernathy observed
that any similarity between Texas Eastern University board meetings and the one portrayed in the cartoon is purely coincidental while Regent Schleier felt he could relate the identity of each individual in the cartoon to Texas Eastern board members including the identity of the member absent at the meeting and the reason for said absence (as you will note, only eight members are shown). It is my choice to allow Regent Schleier to explain the identities, etc. at the next board meeting or whenever he may choose to do so.

JHS:rc

Attachment and Enclosure

The following additional information was received just prior to mailing today's Administrative Notes:

VII. Official Report on Revenue Bonds

We have just received an official report on the revenue bonds for our health and physical education facilities which is very positive. Both Moody's Investors Service, Inc. and Standard and Poor's Corporation have given our revenue bond program an "A" rating.
CONSTRUCTION PROGRESS REPORT

Week Ending: February 6, 1976

General: All work activities are progressing satisfactorily. Except for site work, most of the work activities are inside the buildings. Casework, carpet installation, tackboards, and chalkboards are on hand and limited installation of these items has begun.

Student Center: The window walls and doors to the bookstore area are being placed at this time. The central hardwood floor is complete as far as carpentry work is involved. Carpet installation has started and baseboard work is underway. Overhead ceiling and electrical fixture work is showing good progress. Work on the hardwood floor in front of the fireplace is progressing well.

Administration: Second floor window walls and corridor/lounge spline type ceiling are in place. Painting on the second floor is near complete. Electrical trimming out is underway. Painting of interior walls on the third floor is near complete and general clean-up has started.

Science/Math: Significant progress is evident in this building. Drywall work has been speeded up and tape/float work is underway. The building is heated allowing interior work activities to accelerate. Mechanical and electrical work continues with no unusual problems. Insulation of mechanical room piping is also proceeding on schedule.

Physical Plant: Minor drywall work is underway. Electrical work is the main activity at this time. Mechanical work is proceeding well. Installation of the shower in the restroom and maintenance change room is complete. Some casework is underway.

Site Work: All streets and parking lots have been paved. The connecting road from Parking Lot 6 to the Physical Plant has not been oiled; however, grading, filling, and leveling is in progress in front of the Science/Math building.

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

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