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Administrative Notes, February 23rd, 1976

University of Texas at Tyler

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February 23, 1976

To: Board of Regents, Texas Eastern University

From: James H. Stewart, Jr.

Subject: Administrative Notes

I. Tyler Area Chamber of Commerce Meeting

Just a reminder that the Tyler Area Chamber of Commerce meeting is scheduled tomorrow evening Tuesday, February 24, 1976 at 6:15 p.m. in Harvey Hall. A special table has been arranged by Mr. Freeman Carney, executive vice president of the Tyler Area Chamber for Texas Eastern University Board of Regents. Since we need to assemble by 6:15 p.m., I will be at Harvey Hall and provide tickets to you at that time.

II. Campus and Building Committee Meeting

In accordance with the board of regents request relative to obtaining additional data on the health and physical education facilities change order prepared by the Allen M. Campbell Co., the staff has sought and secured very complete information on this subject. The staff began work on this matter early Thursday morning following last Wednesday's board meeting and the Campbell firm completed the information today (Monday, February 23, 1976).

Upon conferring with Campus and Building Committee Chairman, Neal E. Velvin, last Friday and relating to him that the additional information pursuant to the health and physical education change order would be available today, he requested that I determine the availability of all committee members for a meeting on Thursday, February 26, 1976 at 3:00 p.m. Upon discussing the matter with committee members, each individual indicated his availability for the meeting and, therefore, a meeting was called for February 26, 1976 at 3:00 p.m. All board members should have received an announcement of the meeting prior to receiving this copy of Administrative Notes.

III. Texas Eastern University Financial Report

A copy of the Texas Eastern University Financial Report for the year ended August 31, 1975 prepared by the fiscal affairs area is enclosed for your information. As you are aware, this report is required each year, and I appreciate the outstanding work
that our fiscal affairs area performs in its preparation annually.

IV. Message of Appreciation from Mrs. Margaret Turner

As I mentioned to you at the board of regents meeting last Wednesday, flowers were sent to Margaret Turner while she was hospitalized for surgery in Houston. A message of appreciation was received from Margaret last Friday and will be shared with you at the next board meeting.

Along with her expression of gratitude for the flowers, Margaret reported that she was making very good progress and that Dean was being the "good husband" during her hospital stay.

Dean was pleased to bring Margaret home day before yesterday (Saturday, February 21, 1976). She made the trip very well and her recovery has been exceptionally good.

V. Report from Resident Engineer

Attached is a report from our director of physical plant and resident engineer for the week ending February 20, 1976.

JHS:mp

Attachment and Enclosure
CONSTRUCTION PROGRESS REPORT

Week Ending: February 20, 1976

General: Good progress continues to be made in the several work activities.

Student Center: Carpet installation shows good progress on the second floor. Baseboard work is underway throughout. Ceiling tile installation is nearing completion along with electrical trimming out. Hardware has been installed on most doors and is operational. Beams supporting the center skylight are now being painted. Overall, progress is very good on this building.

Administration: Finishing work on the third floor is progressing rapidly. Casework is being installed, some hardware is operational on doors, and baseboards are being placed. Third floor ceiling tile installation is near complete. Tackboards and chalkboards work is progressing well also. Painting and electrical finishing work continues throughout.

Science/Math: Drywall and associated work continues on the second floor. Electrical and mechanical continues throughout without incident. Metal doorframes are being sanded in preparation for later painting. Spline ceiling tile work continues to show good progress on the first floor. Selected painting work is underway.

Physical Plant: Increased activity at this building is producing good progress in the areas of electrical and casework installation. Spline type ceiling tile work is progressing satisfactorily. This building is completely weathered in now and interior work is the primary activity.

Site Work: Due to weather and equipment problems, final site work has been negligible during the past week.

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

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