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Administrative Notes, May 3rd, 1976

University of Texas at Tyler

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May 3, 1976

To: Board of Regents, Texas Eastern University

From: James H. Stewart, Jr.

Subject: Administrative Notes

I. Board of Regents Meeting

Although I have contacted each of you by telephone about the Wednesday, May 5, 1976 Board of Regents meeting which was set over the weekend through discussion with Chairman Robert G. Schleier, I wish to mention this meeting in Administrative Notes for the record. The meeting will begin at 4:00 p.m. and will include a report from the Campus and Building Committee on campus flagpole facilities and an architectural progress report from Geren Associates Architects Engineers Planners.

II. Annual Commencement

Just a reminder that our Annual Commencement is May 15, 1976 at 2:00 p.m. -- only one week from next Saturday. All board members should assemble by 1:25 p.m. in the Rose Garden Building to prepare for the processional. Your academic regalia will be ready for you and instructions pursuant to the processional and program will be given at that time. All governing board members will be seated on the stage.

Since the commencement time is just after lunch, it occurs to me that you might like to have lunch at Willow Brook Country Club prior to the program. A card is enclosed for you to respond concerning this matter. It will be necessary for those planning to eat lunch to be at Willow Brook at 11:45 a.m. This schedule will allow us sufficient time to be at the Rose Garden Building by the appointed 1:25 p.m. time.

III. Commencement Invitations

Enclosed is one of the invitations for the May 15, 1976 Commencement program being prepared for mailing this week which I thought you would enjoy seeing. The invitations
will be sent to the usual list of friends of the university including the educational foundation directors and contributors, community and junior college officials, members of the legislature and state officials, etc. If there are individuals who you would like to receive invitations and who you feel might not be included on our mailing list, please furnish these names and addresses to me in order that they can be checked against our mailing list and, if not contained thereon, included in our invitation mailing from the university.

IV. Dedication Ceremony

Good progress is being made relative to plans for the dedication ceremony set for 11:00 a.m. on June 10, 1976. Complete information on this program will be available very soon. I know that we can all look forward to this being a very significant day in the life of TEU.

Even though our contractor's schedule has slipped slightly so far as substantial completion is concerned, all buildings will be virtually finished. For the most part only punch list type work will remain, but I feel a "finished look" will be projected to the general public. In regard to grounds development, the contractor is making excellent progress on the portion of the work involved in the contract. We are even expecting that a grass cover (at least a green look) will be present in the areas around the buildings calling for such planting. Moreover, the work which the university is undertaking through our physical plant department is also adding to the beauty of the campus. This includes cleanup and clearing in the areas around our Phase I development (buildings, parking lots, etc.). I might add, as I have emphasized several times before, that the areas being cleaned and cleared correlate with our institutional ability, from the standpoint of formula funding, to maintain the campus grounds through our current appropriations. Also, we are taking into account the development of future phases and the impact of such development on the total Master Plan. For example, a very large area will soon be included for clearing in connection with construction of our athletic and recreational facilities. Of course, lake development will also enhance the total beauty of the campus in the near future; however, it is doubtful that this work will be totally complete by the date of dedication. Nevertheless, even though the signs of progress will continue at dedication time as will be the case for several years, I am confident that the total campus will be presented in a very beautiful and positive manner to all in attendance at the historic June 10, 1976 dedication program.

V. New Board of Regents Stationery

New Board of Regents' stationery is being printed and hopefully can be mailed to each board member sometime next week.
VI. Report from Resident Engineer

Attached is a report from our director of physical plant and resident engineer for the week ending April 30, 1976 for your information and files.

JHS:rc
Enclosures and Attachment
CONSTRUCTION PROGRESS REPORT

Week Ending: April 30, 1976

General: All work activities continue to progress satisfactorily.

Student Center: This building is essentially complete. Clean up and touch up work is underway. The substantial completion punch list is being prepared at this time.

Administration: The following work activities are nearing completion. Interior drywall, painting, VAT, overhead lighting, carpet, plumbing, and mechanical. Carpet is being installed in the large lecture hall. Seats have also been installed in this room. Electrical trimming out and testing continues.

Science/Math: Carpet installation is near complete. Casework installation is also near complete. Faculty office mail boxes are in place and the installation of laboratory equipment is progressing well. Mechanical, electrical, and painting work continues to show good progress.

Physical Plant: Good progress has been made on this facility. Carpet has been installed and interior painting is near complete. Some clean up work is being done.

Site Work: Pouring of sidewalks is essentially complete. Topsoil placement has been the main site work activity this week. The sprinkler system installation is underway.

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

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