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Administrative Notes, August 2nd, 1976

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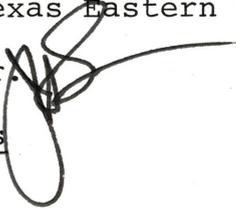
TEXAS EASTERN UNIVERSITY

TYLER, TEXAS 75701

3900 University Boulevard

August 9, 1976

OFFICE OF THE PRESIDENT

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

I. 1976-77 Academic Year to Begin

Marking the opening of the 1976-77 academic year will be the General Faculty Meeting at 9:00 a.m. on August 30, 1976 followed by registration on August 31 and September 1, 1976 with late registration continuing through September 9, 1976. Classes begin on September 2, 1976. A copy of the Schedule of Classes for the Fall Semester 1976 is enclosed for your information.

II. Annual Dinner and Social Occasion Set for Faculty and Professional Staff

Scheduled for 6:30 p.m. on August 30, 1976 is the annual dinner and social occasion for members of the TEU faculty and professional staff in the University Center. It is hoped that we will have the pleasure of the company of board members and wives on this occasion. As usual this will be an informal gathering and one to which the faculty and professional staff look forward each year. This year's function will be enhanced considerably because of the beautiful new University Center in which the activity will be conducted.

I would appreciate your returning the attached card at your earliest convenience indicating whether or not you and your wife can attend.

III. New Teachers Appreciation Luncheon

An annual event scheduled in connection with the opening of the 1976-77 academic year is the Tyler Chamber of Commerce luncheon honoring faculty and professional personnel who are joining one of the educational institutions in the community for the first time. A large number of the new personnel from our institution plan to attend the luncheon on August 24, 1976 in the Sheraton Inn Banquet Room.

IV. Sub-contractor's Designated by Jack W. Fife Company

For your information a copy of my letter from the Jack W. Fife Company through which Mr. Fife, president of this firm, has indicated the list of sub-contractors which his firm will use for our health and physical education facilities project is enclosed.

V. Tarleton State University Commencement

It was with pleasure that I received an invitation some-time ago from the Texas A&M University System to deliver the 1976 Summer Commencement address at Tarleton State University at Stephenville, Texas. This academic function is scheduled for Sunday, August 15, 1976.

VI. Report from Resident Engineer

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

JHS:rc

Enclosure and Attachments

AUG 6 1976

Jack W. Fife Company

P. O. Box 3571 • TYLER, TEXAS 75701 • (214) 561-2772

August 5, 1976

Dr. James H. Stewart, Jr., President
C/O L. J. Grubbs
Director of Physical Plant
Texas Eastern University
3900 University Blvd.
Tyler, Texas 75701

Re: Health and Physical Education Building and Facilities
Texas Eastern University
Tyler, Texas

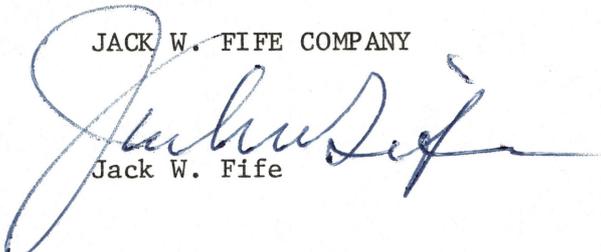
Gentlemen:

Confirming our conversation with the architect yesterday, following is a list of sub-contractors which we will use for this project:

Mechanical:	Drew Woods, Inc. Carthage, Texas
With Temp-control vendor:	Powers
Electrical:	Moody Electric Company Tyler, Texas

Sincerely,

JACK W. FIFE COMPANY


Jack W. Fife

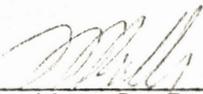
JWF
pb

cc: Geren Associates
Architects and Engineers
2100 Fort Worth National Bank Building
Fort Worth, Texas 76102

CONSTRUCTION PROGRESS REPORT

Week Ending: August 6, 1976

- General: The five buildings under construction as part of Phase I are all substantially complete. The substantial completion punch-lists on all five buildings have been completed and are now being worked by the contractor.
- Site Work: Reseeding of some areas has been done. A recent application of fertilizer was made to speed grass growth. Routine raking, mowing, and watering is being accomplished to maintain current grass growth.



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

LJG/dm

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