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### Administrative Notes, January 10th, 1977

University of Texas at Tyler

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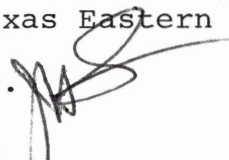


## TEXAS EASTERN UNIVERSITY

3900 UNIVERSITY BOULEVARD • TYLER, TEXAS 75701 • 214/566-1471

OFFICE OF THE PRESIDENT

January 10, 1977

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

I. Trip to Austin for Opening of 65th Legislative Session

This will serve as a reminder for board members traveling to Austin tomorrow, January 11, 1977, for the opening of the 65th Texas State Legislature. Departure time from Tyler's Pounds Field is 7:30 a.m. The best estimate for departure time from Austin for the return trip to Tyler is 3:00 to 4:00 p.m.

II. Campus and Building Committee Meeting, January 13, 1977

Notice of a meeting of the Campus and Building Committee set for Thursday, January 13, 1977 at 4:00 p.m. in the Board of Regents Room was mailed to each member of the board last week. Of course, the committee would be pleased for other board members to attend the meeting if possible.

III. Board of Regents Meeting, January 19, 1977

You are reminded of the regular quarterly meeting of the Board of Regents on Wednesday, January 19, 1977 at 3:00 p.m. in the Board of Regents Room. Committee meetings will begin at 2:00 p.m. Official notice of the meeting, along with the agenda, will be mailed tomorrow.

IV. Annual Administrative Council Retreat

A very successful Administrative Council Retreat was conducted on January 5, 1977 from noon until 9:30 p.m. and January 6, 1977 during the morning and early afternoon hours. This planning conference which is scheduled on an annual basis provides an excellent period for university administrators to be involved in an intensive planning activity with each organizational area of the university providing

information about accomplishments, needs and challenges. This permits each area of the university to be more keenly aware of and sensitive to programs in all other organizational areas. Moreover, interrelationships between and among programs can be defined and refined from which institutional direction can be more sharply focused. Of course, this sort of activity is carried on continually, but the annual retreat provides an occasion for concentrated planning in an informal setting. We are deeply grateful to Regent David K. McKie and Tyler Pipe Industries, Inc. for once again providing facilities on Lake Tyler for our retreat.

V. Report from Resident Engineer

Attached is a report from our director of physical plant and resident engineer for the week ending January 7, 1977.

JHS:rc  
Attachment