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Administrative Notes, February 28th, 1977

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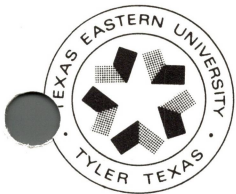
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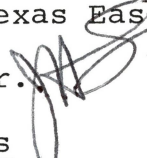
TEXAS EASTERN UNIVERSITY

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OFFICE OF THE PRESIDENT

February 28, 1977

To: Board of Regents, Texas Eastern University

From: James H. Stewart, Jr. 

Subject: Administrative Notes

I. Phase II Construction Documents and Board of Regents Meeting

Information received from Preston M. Geren Associates Architects Engineers Planners last week indicated that Phase II construction documents will be finalized by March 11, 1977. Board of Regents approval of the documents should come, of course, as soon as possible thereafter. Through consultation with Board Chairman Robert G. Schleier and Campus and Building Committee Chairman Neal E. Velvin, it has been decided that Wednesday, March 16, 1977 is an appropriate date for a board meeting during which action to approve the documents can be considered. Therefore, please mark your calendars for a 3:00 p.m. meeting on this date. It will be appreciated if you will return the enclosed card indicating whether or not you will be present for this meeting.

II. Teaching Load and Small Class Reports

In compliance with the requirement enacted by the 64th Texas Legislature through Senate Bill 52, Article IV, Section 41, that general academic institutions file with their respective governing boards a Teaching Load Report and Small Class Report within 30 days following the close of registration, these reports for the Spring Semester 1977 are herewith attached. Although this serves as official communication of this information to each member of the board, the material will also be included as part of the President's Report and Recommendations for the next Board of Regents meeting in order to make the reports a part of the official record of the university.

The Teaching Load Report provides evidence of compliance with minimum standard teaching load requirements for each teacher. For teachers who do not meet the minimum standard requirement, the report indicates what fraction of time is paid from Faculty Salaries, what other assignment is made

for the remainder of the faculty members' time and the source of funds for payment of salaries other than the appropriation item, "Faculty Salaries." Of course, each of these assignments has been previously approved by the board in accordance with board procedures.

As defined by the legislature, the Small Class Report includes all organized undergraduate courses with enrollments of less than ten students and all organized graduate courses with less than five students. The implication of the report, as you will infer, is that a certain number of small classes will be necessitated from time to time within the programs of the various colleges and universities throughout the State of Texas.

III. Reception for State Officials

Approximately 60 East Texans traveled to Austin last Wednesday for the reception honoring state officials. Most all of the senate members and a large number of representatives attended the reception. Also, Lieutenant Governor William P. Hobby and several other state-wide officials were in attendance. Texas Eastern Regents participating in the Austin trip were Chairman Robert G. Schleier, Vice Chairman David K. McKie and Chairman Emeritus H. J. McKenzie. During the afternoon prior to the reception, regents and business leaders visited with many state officials in the Capitol Building. As a part of these visits, Chairman Schleier was successful in arranging for 25 or 30 of the delegation to confer with Speaker Bill Clayton for about 20 minutes -- a very important conference for TEU.

IV. Senate Finance Hearing

The hearing for Texas Eastern University before the Senate Finance Committee was conducted last Tuesday afternoon, February 22, 1977. This was a very good hearing from the standpoint of communication with the committee. Members of this important senate committee, as each of you knows, are very experienced in matters of state finance and communicate very readily about challenges pertaining to individual agencies of government. I hasten to add, however, that the attitude of fiscal constraint prevails in the senate as it does in the house and our situation is still a very difficult one as we continue to pursue obtaining necessary funding for the next biennium.

V. Report from Resident Engineer

Attached is a report from our director of physical plant and resident engineer for the week ending February 25, 1977.

JHS:rc

Enclosure and attachments