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Administrative Notes, December 12th, 1977

University of Texas at Tyler

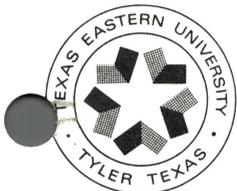
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TEXAS EASTERN UNIVERSITY

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OFFICE OF THE PRESIDENT

December 12, 1977

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

I. Texas Eastern University Topographic Map

At a recent work session involving Legal and Campus and Building Committee members during which the Library, Part A, architectural contract was reviewed, Board Chairman David K. McKie inquired about the possibility of providing all board members with a copy of the Texas Eastern University campus topographic map. Following Chairman McKie's inquiry, the topographic map was reproduced and furnished under separate cover to each of you last week for your information and use. The map, as you will note, shows the location of all campus facilities including the two buildings (Business Administration and Sciences and Mathematics addition) now under construction.

II. January Board of Regents Meeting

Through canvassing each of you about your preference for a January meeting date, it was determined that the second Wednesday in the month, January 11, 1978 is the most acceptable date. In accordance with our discussion at the October board meeting, lunch will be served at 12:00 noon in Room 134 of the University Center with committee meetings beginning at 1:00 p.m. and the regular quarterly meeting of the Board of Regents beginning at 2:00 p.m. I will communicate with each of you about attendance at the luncheon somewhat closer to the January 11 date.

III. Annual Christmas Brunch

The annual Christmas Brunch for Texas Eastern University faculty and staff has been scheduled for Tuesday, December 20, 1977. This activity will be held in Room 134 of the University Center between the hours of 11:30 a.m. and 1:00 p.m. in order for employees to attend this function on a come-and-go basis during regular lunch periods. A cordial invitation is extended to board members and wives to join us for the Christmas Brunch.

IV. Report from Resident Engineer

Attached is a report from the director of physical plant
and resident engineer for the week ending December 9, 1977.

JHS:rc
Attachment