12-19-1977

Administrative Notes, December 19th, 1977

University of Texas at Tyler

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

I. Conference for Governing Board Members of Texas Institutions

Additional information has now been received about the San Antonio conference for governing board members of Texas institutions of higher learning which I called to your attention through October 31, 1977 Administrative Notes. Of fundamental importance is the matter of making arrangements (registration, hotel reservations, etc.) for board members and spouses who wish to attend. Therefore, please return the enclosed card indicating your plans by January 3, 1978. (I would appreciate having the information this week if possible.) From this information I will make necessary conference arrangements for Texas Eastern participants. I have been advised that there are limitations on hotel accommodations, and we must confirm our reservations as early as possible to assure our rooms; hence, the necessity for my request that you respond by January 3, 1978 or even today if you are able to predict your schedule.

As you will recall, this conference is sponsored by the Coordinating Board, Texas College and University System and the Association of Texas Colleges and Universities and has as its theme, "The Role and Responsibilities of the Trustees of Texas Colleges and Universities." The purpose is to assist board members in meeting responsibilities inherent in your role of governance and in receiving information about state and national issues relative to higher education. The program will begin on Sunday evening, February 26, 1978 and will conclude just prior to noon on Tuesday, February 28, 1978. The Sunday evening session will include a keynote address by Dr. Jack Hubbard, president of the University of Southern California, and Monday morning the Honorable Allan Shivers, chairman of the
Board of Regents of the University of Texas System, will speak. A Monday luncheon meeting will include an address by Dr. Kenneth H. Ashworth, commissioner of Higher Education in Texas. Since the conference is to include members of governing boards from all segments of Texas higher education including public community/junior colleges, private colleges and public senior colleges and universities, a period of time will be set aside for special sessions during the conference for each of the three categories of institutions in Texas. There will be a social affair and dinner at the Institute of Texan Cultures on Monday evening that will include board members and spouses. There will also be other activities planned for spouses during the conference.

I trust that each of you will find it convenient to respond within the schedule which I have requested in order that I will have sufficient time to make all necessary arrangements. Chairman David K. McKie and I have discussed this matter thoroughly, and he has already indicated his intent to participate in the conference. If you have further questions about the conference, please let me know.

II. Acknowledgement of Floral Tribute

Acknowledgement has been received from the M. J. Harvey, Sr. family for the floral tribute sent by the Board of Regents, administration, faculty, staff and students of Texas Eastern University to Mr. Harvey's funeral services on November 27, 1977.

III. Christmas Holidays, End of Fall Semester and Spring Semester Registration

In accordance with the 1977-78 institutional calendar, all Texas Eastern University offices will be closed from 5:00 p.m. Thursday, December 22, 1977 until 8:00 a.m. Tuesday, January 3, 1978. Classes for the Fall Semester 1977 will end day after tomorrow, Wednesday, December 21, 1977 and the Spring Semester 1978 will begin with registration on January 17 and 18, 1978. Classes for the new semester begin January 19, 1978.

IV. Agenda for January 11, 1978 Board Meeting

The agenda for the regular quarterly meeting of the board scheduled for January 11, 1978 will be mailed on January 3, 1978 with Administrative Notes.

V. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending December 16, 1977.
VI. Final Issue for 1977

Because of the Christmas holidays, this will be the final issue of Administrative Notes planned for 1977. Therefore, unless it becomes necessary to communicate with you prior to the end of the year, the next issue of Administrative Notes will be mailed on Tuesday, January 3, 1978 since Monday, January 2, 1978 is an official holiday.

MERRY CHRISTMAS
AND
HAPPY NEW YEAR

JHS:rc
Enclosure and Attachment
GENERAL: The contractor continues to work on the discrepancies noted on the substantial completion punch list. Painters and terrazzo representatives were on the job site. Work on the tennis court surface was started. Some fine grading and raking was done during the week immediately south of the building.

CONSTRUCTION PROGRESS REPORT
PHASE II
Week Ending: December 16, 1977

SCIENCE/MATH: The installation of rigid roof insulation and the layer base sheet was started during the week. This portion of the roof work is expected to be completed by the middle of next week. Gravel base has been placed in the northeast quarter of the first floor in preparation for pouring the slab-on-grade. Sub-grade plumbing work continues in the south portion of the first floor. Brick work is in progress along the entire west wall. The contractor is making efforts to expedite the masonry work.

BUSINESS: Primary work at this location involves installation of second floor and roof steel deck. The second floor deck installation is approximately 95 percent complete. The roof deck installation is about 20 percent complete. Some back fill work was accomplished around the perimeter of the building and the first floor, sub-grade tunnel was poured.

GREENHOUSE: No work was noted on this facility during the week.

SITEWORK: Additional grading of the parking areas and campus drive was accomplished. Some curb work was done directly in front of the Physical Plant. Foundation work on the entrance signs was completed and the area immediately surrounding the signs was smoothed and raked.

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

LJG/dlw

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