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### Administrative Notes, January 16th, 1978

University of Texas at Tyler

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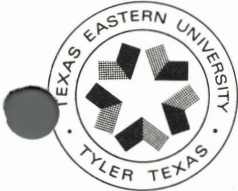
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## TEXAS EASTERN UNIVERSITY

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

OFFICE OF THE PRESIDENT

January 16, 1978

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

I. Board of Regents Meeting Rescheduled for January 18, 1978

As you have been advised by telephone, the regular quarterly meeting of the Board of Regents set for January 11, 1978 had to be rescheduled because the inclement weather prevented a quorum. In accordance with contacts made with each of you, the meeting has been refiled with the Secretary of State for Wednesday, January 18, 1978 at 2:00 p.m. with committee meetings beginning at 1:00 p.m. As you will note from the submission form attached, the same agenda as prepared for the January 11, 1978 meeting will be utilized. Lunch will be planned for those who can be on campus by 12:00 noon. It would be helpful if you would let us know your intentions concerning lunch by 10:00 a.m. Wednesday.

II. Staff Planning for Library (Part A) Construction

The document pertaining to Library (Part A) construction resulting from staff planning is enclosed, and I call your attention to several pertinent matters about this planning document. To assist in our library planning, Dr. Ellsworth Mason was selected as a consultant in accordance with Board of Regents' action of August 3, 1977. Dr. Mason has proved to be a very excellent consultant through his work with the staff. Of course, he will be utilized at various other points in the schedule of library development. Nevertheless, it appears that professional fees for Dr. Mason will be considerably less than the amount authorized by the board.

You will note that the Library (Part A) Program of Requirements incorporates staff thinking about Part B of the library as well. This, of course, was required in order to take a realistic look at the total educational specifications for this building. In regard to this aspect of planning, our architect has recommended that consideration be given by the board to

commissioning him to perform schematic design services for Part B of the library as he performs his work on Part A. I have discussed this matter with Regent Velvin, and Preston Geren discussed the matter with the two board members present at last week's cancelled meeting. After this discussion Chairman McKie requested Mr. Geren to furnish written information on this subject in order that it might be shared with other board members. Therefore, it will likely be pursued further at the rescheduled quarterly meeting this week.

Although Program of Requirements documents have been developed in the past for other projects, I emphasize again that this is a planning document whereby, basically, educational specifications can be documented and transmitted to the architect in an organized manner. The challenge of designing the educational specifications into the library structure is, of course, the architect's responsibility. Upon accomplishing this task he will at various points present material for approval of the board.

III. University Financial Report (Unaudited) and Quarterly Operating Report

A copy of the Texas Eastern University Financial Report (unaudited) for the fiscal year ended August 31, 1977 is enclosed. Following audit of the report by the state auditor, I will provide board members a revised copy of the report including the state auditor's opinion.

Also in accordance with institutional practice, I transmit to each of you a copy of the university Operating Report for the first quarter (September 1, 1977 through November 30, 1977) of Fiscal Year 1978. This report, as you are aware, is submitted for information.

IV. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending January 13, 1978.

JHS:rc  
Enclosures and Attachments