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Administrative Notes, February 27th, 1978

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. March 8, 1978 Board of Regents Meeting

As you have been advised by telephone, Geren Associates Architects Engineers Planners informed me that members of the firm would be ready to make a schematic design presentation relative to library architectural work on Wednesday, March 8, 1978. Therefore, a meeting of the Board of Regents has been called for 2:00 p.m. on this date. The agenda for the meeting will be mailed to each of you tomorrow. Since this special called meeting of the board is primarily for consideration of an architectural presentation, there will be no committee meetings preceding the 2:00 p.m. meeting. There are a few routine matters, however, that can be considered by the board at next week's meeting thereby eliminating these matters on the agenda for the annual meeting on April 12, 1978. Therefore, these are being placed on the agenda for board consideration.

II. Faculty Workload, Small Class and Student Enrollment Reports

In compliance with requirements enacted by the 65th Texas Legislature through H.B. 510 and H.B. 1012 that general academic institutions file with their respective governing boards Faculty Workload, Small Class and Student Enrollment Reports, these reports for the Spring Semester 1978 are herewith attached.

The Faculty Workload Report, to be distributed to the governing body within thirty days following the close of registration, provides evidence of compliance with minimum standard teaching load requirements for each faculty member. For faculty members 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 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 procedure.

The Small Class Report, as defined by the legislature, includes all organized undergraduate courses with enrollments of less than ten students and all organized graduate courses with less than five students. This report will be placed on the President's Report and Recommendations for the March 8, 1978 meeting for approval by the Board of Regents.

The Student Enrollment Report is made in conformity with the legislative requirement which provides that governing boards of state institutions be furnished with a report each fall and spring semester indicating the identity and academic rank of instructors, the number of students enrolled in each class as of the twelfth class day, the number of semester credit hours accrued to each course, the course number and title and the department in which courses are offered. This regulation further provides that board members be furnished each fall and spring semester with a report comparing enrollments in each class on the last class day with twelfth class day enrollments. This information will be provided to you following the last class day of the current semester through completing the blank column on the attached report which is headed "Last Day Enrollment."

III. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending February 24, 1978.

JHS:rc
Attachments
CONSTRUCTION PROGRESS REPORT
PHASE II
Week Ending: February 24, 1978

SCIENCE/MATH: Brick work resumed during the latter part of the week. Brick work is in progress all along the north and west walls. The south one-third of the first floor slab-on-grade was poured. The west central stair was also framed and poured. Good progress is being made on the gypsum board fire barrier at the second floor ceiling level. Duct work installation is in progress on both floors. Roofers are laying the built-up roofing membrane over the roof insulation and base sheet.

BUSINESS: Structural steel work is essentially complete and the second floor structural slab has been poured. Underground plumbing work has been completed and gravel has been placed in anticipation of pouring the first floor slab-on-grade. Approximately 300 square feet of the southeast corner of the first floor slab was poured. The floor of the mechanical tunnel was also poured.

SITEWORK: Grading and compacting is in progress on Parking Areas 8 and 9. Bases for light poles were poured in Parking Area 8.

GENERAL: The contractor has been asked to revise the project schedule and account for approved time extensions through February.

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

LJG/dlw

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