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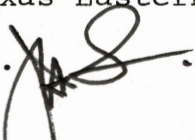
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OFFICE OF THE PRESIDENT

March 27, 1978

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

I. Annual Board of Regents and Foundation Meetings - Luncheon

You are reminded of the annual meetings of the Board of Regents and the TEU Educational Foundation, Inc. Board of Directors April 12, 1978. The annual meeting of the Foundation Board of Directors will begin with a luncheon at 11:30 a.m. in Room 134 of the University Center. Following the luncheon, business on the agenda of the foundation will be conducted also in University Center Room 134. Foundation President A. W. Riter, Jr. has indicated that he anticipates approximately one hour will be required for the foundation business session following lunch. After adjournment of the foundation, Board of Regents committees are scheduled to meet in the Board of Regents Room at 1:30 p.m. (or earlier if the work of the foundation ends before 1:30 p.m.) with the Board of Regents meeting beginning at 2:30 p.m. The agenda for the annual meeting of the Board of Regents will be mailed on Tuesday, April 4, 1978, and President Riter has advised that the foundation agenda also will be mailed about one week prior to the annual meeting.

II. Campus and Building Committee Meeting, April 5, 1978

A copy of the submission form filed with the Texas Register relative to the Campus and Building Committee meeting scheduled for 4:00 p.m. on April 5, 1978 is attached for your information. The architect plans to have at least two schematic design possibilities for the Library (Part A) and (Part B) to present in addition to the schematic design drawings furnished to all members of the board on February 28, 1978. All board members are encouraged to be present.

III. Report from Resident Engineer

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

JHS:rc
Attachments