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Administrative Notes, May 22nd, 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. Board of Regents Meeting, May 24, 1978

Although agenda material for the special called meeting of the Board of Regents scheduled for May 24, 1978 was mailed with Administrative Notes on May 15, 1978, I take this means of reminding you that committees will meet at 1:00 p.m. with the full board meeting at 2:00 p.m. As you are aware, the purpose of this meeting is for the board to receive and act on the Campus and Building Committee's report and recommendation(s) relative to Preliminary Design Documents for Library (Part A).

II. Spring Semester 1978 Enrollment Report

A report relative to twelfth class day student enrollment (indicating the identity and academic rank of instructors, the number of students enrolled in each class, the number of semester credit hours accrued to each course, the course number and title and the department in which courses are offered) was prepared according to House Bill 1012 enacted by the 65th Texas Legislature and mailed to you with Administrative Notes on February 27, 1978. At that time you were advised that House Bill 1012 also stipulated that board members have the information concerning enrollments in each class on the last class day of each fall and spring semester and that this information would be furnished to you following the last class day of the semester through completion of the appropriate column on the report. With the Spring Semester 1978 having been completed recently, I am pleased to furnish, through attachment, the appropriate report pursuant to last class day enrollments for your information and records.
III. Biennial Appropriations Information for Fiscal Years 1980-81

I am pleased to provide a report (note attachment) in response to Board Chairman David K. McKie's memorandum of May 11, 1978 with which was attached a letter from Regent H. J. McKenzie pertaining to information desired in connection with the Texas Eastern University biennial appropriations request for Fiscal Years 1980-81.

It should be indicated first, however, that the information provided at this time is preliminary and therefore does not constitute a firm recommendation from the administration pursuant to the institutional request for Fiscal Years 1980-81. I do feel, however, that the information likely should be of benefit to board members as initial data relating to this important matter. Also I mention that the 158-page Instructions for Preparing and Submitting Appropriations Requests for Fiscal Years 1980 and 1981 was received only in recent days, and a great deal of work is involved in final formulation of our request from this publication developed by the Legislative Budget Board and Governor's Budget Office.

As noted in the attachment, I emphasize that the January 27, 1978 enrollment projections provided to you through Administrative Notes for February 6, 1978 were modified after my discussion with the Coordinating Board staff. These new projections were reported to you through Administrative Notes for March 13, 1978. I did attempt to have the projections for Texas Eastern raised a second time through discussion of the matter with the Coordinating Board on March 9, 1978. At this point a second increase was not made. Also, I want to reemphasize that Coordinating Board projections do not include health instruction enrollments (nursing, medical technology, etc.). Therefore, since Texas Eastern University enrollment projections contain health enrollments, adjustments have been made (to include health enrollments) in the attachment for Coordinating Board projections. Another point I reemphasize is that Coordinating Board projections are "projections," not ceilings. Furthermore, please note that funding for state institutions of higher learning is calculated on the basis of semester credit hours produced through enrollments for a given "base period." The base period for the next biennium includes enrollments during the summer 1978, fall 1978 and spring 1979. Hence, automatic adjustments occur during the spring 1979 (after spring registration) while the legislature is still in session from which final appropriations are made for all state institutions for operating costs.
Facilities construction, of course, is a special items matter, and at the present time staff opinion is that our request should include funding for Library (Part B) and a small expansion of physical plant facilities. Also closely related to special items, but under the separate category of major repairs and rehabilitation of buildings and facilities in the appropriations request, is the matter of University Center second floor renovation upon moving the library from this temporary location to the permanent library building. Preliminary facts and figures associated with the facilities portion of the request are included in the attachment. Present data do not support the feasibility of requesting additional classroom space in the forthcoming legislative session. In this regard, however, I invite you to compare the educational and general space per full time equivalent student analysis for Texas Eastern through 1982 with the educational and general square footage per full time equivalent student for the institutions listed in the Coordinating Board analysis. Especially interesting is the square footage for the various upper-level institutions.

IV. Approval of Lease Modification of O. M. Roberts Facility

Approval was received last week through a May 10, 1978 communication from the State Board of Control relative to the modification of Lease and Rental Contract TYS-8446-L between Texas Eastern University and the TEU Educational Foundation, Inc. The approval was granted by the State Board of Control for amending the contract to include a new total of 8242 square feet of space at a monthly rental cost of $1648.40 effective April 15, 1978.

V. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending May 19, 1978.

VI. Expenditures for Period Beginning April 1, 1978

Attached is a copy of the expenditures for Texas Eastern University for the period beginning April 1, 1978 for your information and files.
CONSTRUCTION PROGRESS REPORT
PHASE II
Week Ending: May 19, 1978

SCIENCE/MATH: Good progress was made during the past week. Exterior brick work is complete except for window sills and other minor work on the east, center entrance. The metal cap is being installed on the roof parapet. Interior masonry work is in progress as concrete block walls are being laid around mechanical, chemical storage, and radioactive material storage rooms. Electrical conduit work continues on the first floor where primary lines are being laid to the motor control center. The second floor ceiling fire barrier is essentially complete. Some roof relief vents have been installed. Interior drywall work is in progress over the entire north half of the second floor.

BUSINESS: Masonry work has started along the entire south wall and will be accelerated during the next week. A large quantity of brick has been delivered to the job site. The second floor ceiling fire barrier is approximately 80 percent complete. Installation of duct work is in progress. Insulation of duct work and other mechanical piping continues. Some drywall work has been completed around the first floor, center mechanical room so that motor control electrical panels can be installed.

SITWORK: The paving of Campus Drive was started and completed during the week. In addition, approximately 150 feet of the 16 foot wide intercampus drive was poured between the Business Building and the Greenhouse. Installation of sprinkler system B-9 was started on the lake side of the intercampus drive behind the existing Administration Building.

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

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