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### Administrative Notes, June 12th, 1978

University of Texas at Tyler

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## TEXAS EASTERN UNIVERSITY

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

OFFICE OF THE PRESIDENT

June 12, 1978

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

I. Recommended Budget for Fiscal Year 1978

As you are aware, one of the agenda items for the July 12, 1978 meeting of the Board of Regents meeting will be consideration of the institutional budget for Fiscal Year 1979. In order for each board member to have as much time as possible for reviewing this document, Finance and Appropriations Committee Chairman Abernathy plans to mail each of you a copy of the budget within the next day or two which will be approximately three weeks in advance of the remainder of the agenda. Your copy will be labeled "Exhibit I" for the purpose of incorporating it as a part of the minutes of the July 12, 1978 meeting subject to the approval of the board. If any member of the board has questions or needs additional information about the budget, please contact Regent Abernathy or me in order that you may have the required information before the July meeting.

From the summary and highlight information included with the 1979 budget, you will note that improvement in our institutional program is possible in several areas. The staff is pleased that this improvement factor will permit continued balanced growth and development in the Texas Eastern University program during the ensuing year.

II. First Summer Term 1978 Enrollment

Fourth class day (Tuesday, June 6, 1978) records show First Summer Term 1978 enrollment to be 976 students. Since further checking is required before the first summer term enrollment can be verified, this number is unofficial. The final and official count, however, will not vary a great deal from this figure. An enrollment of 976 students represents an 11.5 percent increase over the enrollment of 875 students one year ago.

III. Board of Regents Stationery

Since it will soon be necessary to order a new supply of Board of Regents stationery, this is an appropriate time to determine that correct mailing addresses appear on the letterhead. It would be appreciated if you return the enclosed card in the next day or two either verifying your present address or indicating the change(s) desired in order that the stationery can be printed as soon as possible.

IV. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending June 9, 1978.

V. Expenditures for Period Beginning May 1, 1978

Attached is a copy of the expenditures for Texas Eastern University for the period beginning May 1, 1978 for your information and files.

JHS:rc  
Enclosure and attachments

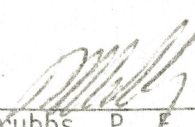


CONSTRUCTION PROGRESS REPORT  
PHASE II  
Week Ending: June 9, 1978

SCIENCE/MATH: Masonry work has been completed. Some drywall work has started on the first floor. Excellent progress is being made on second floor drywall work, which is over 70 percent complete. Mechanical work continues in the air handler room areas with miscellaneous piping work in progress. Electricians continue electrical conduit installation and motor control work. Duct work stub-out is essentially complete. Iron-workers continue miscellaneous metal work in the building.

BUSINESS: Masonry work is progressing well along the south wall and around the southeast and southwest corners. Drywall partition layout has been completed on both floors. Some miscellaneous steel work is in progress. Piping work and hook-up work to first floor air handlers continues. Installation and insulation of domestic water lines is being done. First floor duct installation stub-out to the various rooms is essentially complete. Duct work on the second floor is in progress. Electricians have started the high voltage cable installation from the 15KV cubicle to a pull box near the Business Building.

SITEWORK: The sidewalk connecting the north end of the HPR Building to the Science/Math Building was poured. Preparations are underway to pour the sidewalk along the entire west side of the Science/Math Building. Sidewalk work has been completed from the Administration Building across the upper dam, and from the Business Building to the Science/Math Building. Paving of Campus Drive and both parking areas is complete.

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

LJG/dlw

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