Administrative Notes, August 14th, 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, August 16, 1978

You are reminded of the special called meeting of the Board of Regents scheduled Wednesday, August 16, 1978 at 2:00 p.m. in the Board of Regents Room. At that time the Campus and Building Committee is scheduled to present a report and recommendation(s) relative to the Library (Part A) 90 percent design documents.

II. Annual Dinner and Social Occasion for Faculty and Professional Staff

Our annual dinner and social gathering for members of the TEU faculty and professional staff upon the opening of the seventh academic year of the institution is scheduled for 6:30 p.m. on August 29, 1978 in the University Center. Earlier in the day various meetings for faculty and staff will be conducted in preparation for beginning the 1978-79 year.

In past years we have been honored to have several regents and wives present for the dinner and informal social activities. And, of course, we would be pleased if all regents and wives could be present this year. It would be appreciated if you will return the attached card at your earliest convenience indicating whether or not you and your wife can attend.

III. Orientation Program for New Students

An orientation program for new students was conducted last Thursday, August 10, 1978 under the direction of our Student Life area. Although this was a "first" for the institution, the program was highly successful and should serve to enhance our total recruiting effort both currently and as this activity is continued in the future.
IV. 1978-79 Student Handbook

The 1978-79 Student Handbook was printed recently, and a copy of this publication is enclosed for your information and files.

V. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending August 11, 1978.

VI. Expenditures for Period Beginning July 1, 1978

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

JHS:nc
Enclosure and Attachments
CONSTRUCTION PROGRESS REPORT
PHASE II
Week Ending: August 11, 1978

SCIENCE/MATH: The air conditioning control contractor is essentially complete on rough-in of pneumatic tubing. Installation of fire alarm electrical control boxes is in progress. Tape-bedding and texture coating work on the second floor interior walls is essentially complete. First floor drywall work continues. Lathing work is nearing completion at the south entrance near the connection to the existing HPR Building. Air diffusers, light fixtures, and ceramic tile have been stored on the job site. Window wall is being installed in second floor window frames near the south entrance. Installation of room ceiling grid has started on the first floor.

BUSINESS: Masonry work continues to be the most evident activity. Exterior brick work is nearing the roof line along the south side of the building. A large quantity of light fixtures, sheetrock, and metal studs have been stored in the building. Duct work has been extended into the lecture hall and restroom areas on the first floor. Layout marking of rooms has started on the first floor. Mechanical and electrical work continues to progress satisfactorily.

SITEWORK: No significant sitework was noted during the week.

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

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