Administrative Notes, August 28th, 1978

University of Texas at Tyler

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I. Campus and Building Committee Meeting, August 29, 1978

Members of the Campus and Building Committee will meet at 4:00 p.m. Tuesday, August 29, 1978 in the Board of Regents Room to review the architect's work toward completion of bid documents for the Library (Part A) project. Although the architect is making excellent progress toward completion of the documents, the request was made by the architect for the committee to meet and review the work before the documents are complete. Of course, all board members are invited to attend this meeting.

II. State Auditor's Administrative Letter

As you will recall, the State Auditor's letter dated July 11, 1978, which contained comments and suggestions resulting from the audit for Fiscal Year 1977, was provided to each of you by the auditor's office. Each of you recognizes, I am sure, that the auditor's letter is a standard part of the annual audit procedure and is intended only to offer suggestions and to point out certain areas which need further managerial attention. Even though the auditor's letter does not require a formal reply, we have chosen to answer the letter and report on action that has been taken or is in process concerning each item mentioned in the letter. You will note that our response over the signature of Vice President Sawyer is attached for your information.

I would point out that discussion of the auditor's recommendations began with the university staff while the field auditors were still on campus. Some of the recommendations were easily implemented and corrective action has already been taken. Other suggestions require a considerable amount of internal planning and additional work. As might be
expected, some of the recommendations, such as the development of account history files on restricted funds, represent ideal conditions as seen from the auditor's perspective and require a considerable amount of additional time and effort on the part of the university. Nevertheless, as pointed out in Mr. Sawyer's letter, the university staff is dedicated to full cooperation with the State Auditor for the improvement of the records and management of the university.

III. Parking Permits

Your Texas Eastern University parking permit for the 1978-79 year is enclosed. Please note that this year's permit is to be applied to the left side (driver's side) of the rear bumper. Additional permits will be supplied upon request.

IV. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending August 25, 1978.

JHS:rc
Attachments and Enclosure