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TEXAS EASTERN UNIVERSITY

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OFFICE OF THE PRESIDENT

September 4, 1978

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

I. Architectural Planning for Library (Part A)

During the Campus and Building Committee session last Tuesday, August 29, 1978, the committee reviewed the architect's work toward completion of drawings for the Library (Part A) project and instructed the architects to continue as directed earlier by the board (August 16, 1978), toward finalizing bid documents, advertising for bids, etc., on a schedule that will result in bids being opened on October 18, 1978. In the report to the Campus and Building Committee, it was revealed by Geren Associates Architects Engineers Planners that their solution to adding the fourth floor level to the library as an alternate differed from the concept presented by Regent H. J. McKenzie during the August board meeting. After discussion the architect was instructed to include both solutions as alternates, thereby permitting the Board of Regents to make the final decision(s) relative to the five alternates (the four alternates discussed by the board at the August 16 meeting now number five because of the additional solution) following the opening of bids.

II. Texas Eastern University Publicity

Last week I received the August issue of "GE News" and thought you would be interested in seeing the enclosed page six of this publication which gives information about Texas Eastern University's Fall Semester 1978 registration and General Electric's program of assistance to their employees who are involved in educational endeavors. This information is included as an example of similar announcements and publicity carried in newsletters and other internal news organs by many business, industrial, professional and school organizations on a regular basis at appropriate times. This relates directly to the topic of awareness of TEU's existence and program which we have discussed on various occasions. And in this regard, I point out that information such as that contained in the "GE News" example is the sort of information

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that provides highly significant assistance to Texas Eastern. When we have information provided directly to people in organizations, whether they be businesses, community/junior colleges or other organizations, we are informing individuals who are prime candidates for admission to Texas Eastern University. Therefore, in our efforts we concentrate, as is true with other colleges and universities, on "publicizing" Texas Eastern where we have the best prospects for recruitment. Of course, general publicity by way of newspaper, radio and television, which we receive on a regular basis, is also helpful, but the most important publicity and information we dispense is to people who are primary candidates for our program. Therefore, the general public is not aware of most of this publicity and work which contributes so significantly to recruitment and enrollment.

III. Progress Report on Fall Semester 1978 Enrollment

Headcount enrollment for the Fall Semester 1978 was 1682 at 4:30 p.m. on Friday, September 1, 1978. Enrollment for the Fall Semester will continue through this week and, of course, additional enrollments will be added during this period. In order for you to have information readily available for comparison purposes, I mention that the comparable enrollment figure for one year ago was 1649. Also as information, I point out that the final enrollment figure for the fall semester one year ago was 1795.

IV. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending September 1, 1978.

JHS:nc

Attachments

Tuition refunds available as new school year begins

Cooler weather and the startup of another school year traditionally accompany the arrival of fall. Practically everyone welcomes relief from the heat. Opinions are divided about the first ring of school bells.

Nevertheless, the start of a school year has significance for General Electric employees who want to improve themselves by taking selected high school or college courses.

Tuition costs and compulsory fees for many courses are refundable to employees at the end of the semester under General Electric's Tuition Refund Program.

Any employees taking courses which they believe would qualify for tuition reimbursement should pick up

an application form in the Employee Relations office. Applications should be completed and returned to supervisors before the start of fall classes.

Veterans are eligible only if their benefits have expired or if tuition costs exceed the total of monthly benefits received during the semester.

Courses getting managerial approval for tuition refund generally are those which are directly related to an employee's present job or are part of a degree program which will help the employee qualify for possible future job openings.

For the information of employees, here is fall semester registration information as released by three educational institutions in Tyler:

JOHN TYLER EVENING SCHOOL: Registration will be held at 6:30 p.m. Aug. 28 at the school. Classes will begin Sept. 5.

A full range of high school credit courses—both required subjects and electives—will be offered.

TYLER JUNIOR COLLEGE: Formal registration is scheduled Aug. 28, 29, and 30 from 8 a.m. until 8 p.m. in the library. Students who pre-registered during the summer have been given a time for formal registration.

Students who did not pre-register should register Aug. 30. Classes will begin Sept. 5.

TEXAS EASTERN UNIVERSITY: Registration will be held from 9 a.m. until 7 p.m. Aug. 30, with fall classes beginning the next day.

Students who never have applied for admission to TEU should report to the office of admissions and records. All other students will register in the Hudnall-Pirtle-Roosth Building.

The fall schedule includes 360 classes, with about 42 per cent of those offered at night.



Golf champs

The team of Sam Eschberger (left) and Don Carpenter has won the 1978 TARA golf league championship in a playoff with three other teams.

Eschberger and Carpenter finished ahead of Lester Johnson and Jim Campbell to take the title.

Other teams in the playoff match were those of Wayne Dawson and Dick Campbell, and Bill Meador and Randy Black.

The league's annual post-season tournament will be held Sept. 9 at Garden Valley Golf Club. Anyone interested in playing should contact Ron Markin.

Classified ad service

FOR SALE

Early American sofa and chair in good condition. Gary Cluck, 593-4412.

Alcott Sunfish sailboat, white fiberglass hull, white nylon sail, 14 feet long. \$500. Web Howard, 593-5072.

Dynamo slate pool table, 3½' x 7', good condition, \$375. Call 561-0261.

1975 Buick Century, vinyl top, power steering and brakes, AM/FM stereo radio, eight-track tape player, \$3,000. Call 593-2016 before 2 p.m.

1972 Chevrolet Vega Hatchback, \$300. 1969 Ford Ranger pickup, long wheel base, needs transmission, \$800 (price negotiable). Call 597-3288 or 593-0769.

1970 Plymouth Valiant, automatic transmission, air conditioned, AM radio, four-door, new tires. Call 561-3811.

Sept. 4 is holiday

General Electric employees will observe Monday, Sept. 4, as the Labor Day holiday. No one will be working that day unless specifically notified by supervision.

Regular productive operations will resume at the beginning of third shift that night, either 6:30 or 7 p.m.

Hourly employees are reminded that, to be eligible for holiday pay, they must be on the payroll at least 30 days before the holiday and must work the last work day before the holiday (Friday, Sept. 1) and the first work day after the holiday (Tuesday, Sept. 5.)


This will be the sixth paid holiday of the year at the Tyler plant. There will be four remaining holidays—two at Thanksgiving, Nov. 23-24, and two at Christmas, Dec. 25-26.

CONSTRUCTION PROGRESS REPORT
PHASE II
Week Ending: September 1, 1978

SCIENCE/MATH: Painting continues on the second floor with the first wall coat essentially complete. Exterior windows have been installed. Roof mechanical work is essentially complete and the parapet flashing cap has been installed. Environmental growth rooms are approximately 75 percent complete. Interior wood doors have been stained in preparation for installation. Millwork installation continues to progress satisfactorily on both floors.

BUSINESS: Masonry work on the south wall is approximately 85 percent complete, and has been started on the north wall. Interior drywall work is progressing satisfactorily. Electrical rough-in work is keeping pace with the drywall installation work. All duct work has been roughed-in. Zone duct work in air handler rooms continues.

SITWORK: Clearing of debris from both sides of campus drive continues in preparation for final grading. Grass growth in the area south of the Business Building is vigorous.



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

LJG/dlw

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