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### Administrative Notes, October 23rd, 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

October 23, 1978

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

I. Board of Regents Meeting, October 31, 1978

As announced at the October 18, 1978 Board of Regents meeting, the board is scheduled to meet at 1:00 p.m. on October 31, 1978. At that time the board will consider items held over from last Wednesday's meeting; namely, Campus Master Plan matters relative to landscaping and land use and the matter of Contract Change No. 4 on Phase II General Construction. At 3:00 p.m. bids will be opened for Library (Part A) construction in Room 127 of the Administration Building. Following the bid opening session, the board meeting will continue in the Board of Regents Room.

You will note that the attached Agenda for the October 31, 1978 meeting does not include attachments since such documents would be a duplication of attachments provided with the October 18, 1978 Agenda. Therefore, it will be helpful if each of you brings your copy of Attachments C, D and E distributed with the October 18, 1978 Agenda.

If you plan to have lunch on campus at 12:00 noon preceding the board meeting, please complete and return the attached card at your earliest convenience in order that appropriate arrangements can be made.

A recap of plans for the October 31, 1978 meeting follows:

12:00 noon	Lunch
	Room 134, University Center
1:00 p.m.	Board of Regents Meeting
	Board of Regents Room
3:00 p.m.	Bid Opening
	Room 127, Administration Building
3:30 p.m. (approximately)	Resume Board of Regents Meeting
	Board of Regents Room

October 23, 1978

II. Comments and Suggestions Concerning a Grievance Policy

Following discussion of the item, "Procedures for Resolving a Grievance," at the October 18, 1978 Board of Regents meeting, Chairman David K. McKie asked that I request each of you to provide to me comments and suggestions on the grievance policy matter at your earliest convenience. Upon collecting your responses pursuant to the grievance matter, these will be provided to Dr. B. H. McVicker, chairman of the Academic and Personnel Committee, and other committee members as Dr. McVicker may direct.

III. Phase I Facilities Honor Award

I mentioned the Phase I architectural award for Texas Eastern University in last week's Administrative Notes and also during Wednesday's Board meeting. Additional copies of the September/October 1978 Texas Architect (in which this award was published) have been secured, and I am pleased to enclose a copy of this official publication for your files. I call attention to pages 32 and 33 which focus on the Phase I award. I am sure you will be interested in knowing that I have had several comments from individuals across the state relative to this award since its recent publication.

IV. A Statement of Educational Concerns

The enclosed brochure, "A Statement of Concerns for Texas Higher Education," was prepared by the Association of Texas Colleges and Universities and presented to the Coordinating Board, Texas College and University System at last Friday's (October 20, 1978) meeting. As you will note, the purpose of this publication is to identify current major issues confronting Texas colleges and universities. This information is presented in rather concise form and requires only a few minutes for reading. Therefore, I trust that you will take time to read the brochure which is being distributed on a broad basis throughout the State of Texas.

V. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending October 20, 1978.

JHS:rc


Attachments and Enclosures

CONSTRUCTION PROGRESS REPORT  
PHASE II  
Week Ending: October 20, 1978

SCIENCE/MATH: Electricians continue their overhead conduit work on both floors in preparation for the installation of overhead lighting fixtures. Mechanical rooms on both floors have been cleaned and a floor sealer applied. Ceramic tile has been laid around mop sinks in janitorial closets. Both first floor restrooms have been tiled. Wall tile work in second floor restrooms is essentially complete. Drywall work is essentially complete and has received an initial coat of paint. Doors are hung and some locksets have been installed. Tackboards and chalkboards are in place. Environmental growth rooms are essentially complete and waiting power so that operating tests can be completed.

BUSINESS: Brick work is concentrated on the north exterior wall and is progressing well considering the limited number of brick masons available. An average of four masons was maintained during the week. Drywall work continues in the south central section of the first floor. Carpenters are constructing raised platforms in several classrooms. Electrical conduit installation continues to parallel drywall work. Plasterers are continuing to work on ceiling areas on the south side of the building. Some cleanup work is in progress around outside walls.

SITework: A valley gutter has been poured immediately east of the Science/Math Building to form the center of a ditch line drain to the transformer area storm drain inlet. Steel is being placed in forms in preparation for pouring the sidewalk link from the Science/Math Building to Parking Area 8. An 18" RCP has been placed under Road B near its intersection with Campus Drive for drainage purposes. A small amount of grading on Road B was done.

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

LJG/mls

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