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Administrative Notes, January 29th, 1979

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

OFFICE OF THE PRESIDENT

January 29, 1979

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

I. Annual Tyler Area Chamber of Commerce Meeting

The annual Tyler Area Chamber of Commerce meeting is scheduled for Wednesday evening, March 7, 1979 at Harvey Hall. Principal speaker for this year's banquet will be Governor Bill Clements. In order to make appropriate plans for board members and wives who wish to attend this meeting, I will appreciate your completing the enclosed card and returning it at your earliest convenience. Each year we have had a good representation from our board in attendance at this meeting, and the presence of board members always focuses favorable attention on Texas Eastern University. If I have information from you far enough in advance, it will be possible, once again, to arrange special seating for our group.

II. Spring Semester 1979 Enrollment Update

Our enrollment as of 5:00 p.m. Friday, January 26, 1979 was 1851--a 1.04 percent increase over the final enrollment of 1832 for the Spring Semester 1978. In accordance with state regulations, the official registration figure for the semester will be determined as of the twelfth class day which is tomorrow, Tuesday, January 30, 1979.

III. Fall Semester 1978 Enrollment Report

A report relative to twelfth class day student enrollment (indicating the identity and academic rank of instructors, the number of students enrolled in each class, the number of semester credit hours accrued to each course, the course number and title and the department in which courses are offered) was prepared according to House Bill 1012 enacted by the 65th Texas Legislature and mailed to you with Administrative Notes on November 13, 1978. I also advised you at that time that the end of semester report would be furnished to you as early as possible following the last class

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day of the semester through completion of the appropriate column on the report. This report is now complete and is attached for your information and records.

IV. Election of Vice President for Fiscal Affairs to State Office

As you will recall, I reported one year ago that Vice President for Fiscal Affairs John R. Sawyer was named president-elect of the Texas Association of State Senior College and University Business Officers (TASSCUBO). At the 1979 meeting of this group, which convened Sunday, January 21, 1979, John, of course, was advanced to the presidency of this organization; and I am pleased to salute him upon this honor, achievement and responsibility. TASSCUBO is a very important college and university organization in our state, and its membership contributes very positively to Texas higher education. John has been active in TASSCUBO for many years and has served very capably in several positions of responsibility during his period of membership. Congratulations Vice President John R. Sawyer!

V. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending January 26, 1979.

JHS:rc

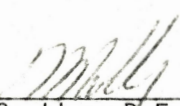
Attachments and Enclosure

CONSTRUCTION PROGRESS REPORT
PHASE II
Week Ending: January 26, 1979

SCIENCE/MATH: The retaining wall immediately south of the building is nearing completion. Exterior entrance window wall glass and door glass is now being installed. Casework installation continues. Laboratory tops have been received and are being installed. Installation of light fixtures and ceiling air diffusers is paralleling ceiling tile installation. Ceiling grid work is in progress on the second floor south corridor. Restroom metal partitions have been installed and second floor restroom ceilings have been textured and painted. Fire alarm sound devices have been placed in second floor corridors.

BUSINESS: Interior drywall framing and sheetrock work is approximately 90 percent complete. The elevator shaft has been enclosed and the elevator machine is in place. Window frames are currently being installed. The southwest entrance stair steps are being framed. Ductwork is underway in the mechanical rooms. Carpet was delivered to the building during the week.

SITework: Construction of Road "B" curb gutters along the lower dam was started. Some clean up work around the Sciences and Mathematics Building was done.



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

LJG/dlw

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