3-5-1979

Administrative Notes, March 5th, 1979

University of Texas at Tyler

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March 5, 1979

To: Board of Regents, Texas Eastern University

From: James H. Stewart, Jr.

Subject: Administrative Notes

I. Board of Regents Meeting

Upon conferring with Board Chairman David K. McKie yesterday, Chairman McKie requested that a meeting of the Texas Eastern University Board of Regents be scheduled for next week on Wednesday, March 14, 1979. The meeting is scheduled for 2:00 p.m. on the campus, and the agenda with the official announcement of the meeting will be prepared and provided to you as quickly as possible. Hopefully, this material can be placed in the mail to each of you by tomorrow and, certainly, no later than the day after tomorrow (Wednesday, March 7, 1979). A card is enclosed for return if you desire to have lunch at 12:30 p.m. prior to the meeting. If there are board members who desire to have lunch, it will be necessary to serve a light lunch in the board room. This is necessitated because the March 14, 1979 date comes in the midst of the university spring break and the University Center and food service will not be operating. Therefore, appropriate arrangements will be made for lunch in the board room at 12:30 p.m. based upon your responses. It will be especially helpful in our planning efforts if each of you will return the card in the next day or two in order for us to have as much time as possible to make luncheon arrangements.

II. Governor to Address State Officials

Through a communication toward the end of last week, Governor William P. Clements, Jr. requested all chief administrative officers of state agencies (including higher education) to attend a meeting in Austin tomorrow, March 6, 1979, in order to give information about his objectives with regard to the operation of Texas state government and to request assistance in his endeavors. The governor has designated this meeting as a budget
conference, and it is to be conducted in the Lyndon B. Johnson Library Auditorium on the University of Texas at Austin campus. Chairman David K. McKie also received a communication inviting him to attend this meeting. In this regard, Chairman McKie informed me that his schedule would not permit his attendance, that he had discussed with the other two officers of the board, Vice Chairman Neal E. Velvin and Secretary Jeff Austin, Jr., the possibility of their attending and that Regent Velvin is planning to attend. Chairman McKie also requested that I contact Finance and Appropriations Committee Chairman C. Quentin Abernathy about the meeting. I have discussed the meeting with Regent Abernathy, and it appears likely that he will be present. In his communication to administrative officers, the governor invited chief fiscal officers to be present for the budget conference meeting; and therefore, Vice President John R. Sawyer will also attend the conference from our organization.

III. Spring Holidays

In accordance with the University Calendar adopted by the Board of Regents, classes will be dismissed for spring holidays this week on Friday, March 9, 1979 at 10:00 p.m. and resume on Monday, March 19, 1979 at 8:00 a.m. During this period institutional offices will close at 5:00 p.m. on Tuesday, March 13, 1979 and will reopen at 8:00 a.m. on Monday, March 19, 1979.

IV. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending March 2, 1979.

V. Expenditures for Period Beginning February 1, 1979

Attached is a copy of the expenditures for Texas Eastern University for the period beginning February 1, 1979 for your information and files.

JHS:rc
Enclosure and Attachments
CONSTRUCTION PROGRESS REPORT
PHASE II
Week Ending: March 2, 1979

SCIENCE/MATH: The building is completely weathered-in with masonry work complete and air handlers operational. Laboratory casework is approximately 90 percent complete. Ceiling tile installation in offices, classrooms, and laboratories is about 90 percent complete. Ceiling tile installation in the second floor corridors is nearing completion. Tackboards, chalkboards, and pencil sharpeners have been installed. All restroom partitions, fixtures, and equipment are in place. Second floor carpet has been laid. Plumbers continue laboratory plumbing hook-up work. Fire alarm cover plates and flashers have been installed in hallways. The loading dock bumpers are in place. Thermostats have been installed. Electricians continue finishing work on the first floor.

BUSINESS: Installation of exterior window frames is approximately 90 percent complete with glass in about 30 percent of the windows. Interior drywall framing is over 95 percent complete with tape and bedding work currently in progress. Masonry work is essentially complete. Battening work over nylon fabric in the lecture hall has been completed. Frames have been prepared for pouring the precast lecture hall deck. South side concrete steps have been poured. Electrical rough-in work continues. The mechanical subcontractor is installing air handler controls and sensors. Light fixtures, carpet, and interior doors are stored in the building.

SITWORK: The sidewalk at the west side of the Business Building has been poured. The retaining walls south of the Sciences and Mathematics Building have been completed and back filled. Some iron ore base was placed in Road B.

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

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