March 12, 1979

To: Board of Regents, Texas Eastern University

From: James H. Stewart, Jr.

Subject: Administrative Notes

I. New Appointments to Board of Regents

As you are all now aware, Governor William P. Clements, Jr. announced the appointments Monday, March 5, 1979, of three new members -- Judge Otis T. Dunagan and Robert M. Nall of Tyler and Dr. Gene W. Hightower of Van -- to the Texas Eastern University Board of Regents. Following this announcement, the appointees were approved by the Senate Nominations Committee on Tuesday, March 6, 1979, and confirmed by the Texas State Senate on Thursday, March 8, 1979. These new appointments are for terms ending January 31, 1985 and are replacements for Regents Jack C. Morgan, Robert G. Schleier and Neal E. Velvin whose terms expired January 31, 1979.

On behalf of the administration, faculty, staff and students of the university, it is my pleasure to extend congratulations and a sincere welcome to our incoming board members and also to express deep appreciation to the outgoing board members who have served our institution so faithfully since its creation in 1971.

II. Governor's Meeting with State Officials

The March 6, 1979 meeting called by Governor William P. Clements, Jr., which was mentioned in last week's Administrative Notes, was conducted as scheduled, and I am sure each of you noted the reports of the meeting through media coverage. Although the essential points made by Governor Clements were reported rather completely by the media, I mention briefly herein some of his message. Fundamentally, the governor indicated that he wanted to curtail as much as possible waste, duplication and redundancy in state government. Included in his basic message was the thought of desiring that all state employees be "fully employed." Governor Clements also stated very emphatically that he did
not intend to reduce unduly the "vital services" necessary for Texas--the inference being that he desires and expects Texas to remain a prosperous and progressive state. At the heart of his remarks was the goal of reducing the approximately 169,000-employee work force of the state of Texas by 25,000 over a four-year period, suggesting that this can be accomplished gradually as employees leave state employment through the normal personnel process. In this regard, he suggested achievement of this goal by replacing only 85 percent of employees who leave state service. The governor did recognize that some state agencies would need to have additional growth, but his overall goal for the entire state points to the 25,000 reduction. Pursuant thereto, he stated, "I recognize that some of your budgets will grow because our state is growing and some services are needed." Governor Clements spoke for approximately 20 minutes and introduced his chief staff officers to the some 400 individuals in attendance at the meeting. Although Governor Clements spoke extemporaneously, it is my hope that his remarks were recorded and that he will provide a copy of the remarks to all state agencies. If this is done, I will, of course, make his remarks available to each of you.

III. Southern Association of Colleges and Schools Reaffirmation Visit

The Southern Association of Colleges and Schools reaffirmation for accreditation visit was conducted for Texas Eastern University last week as scheduled and as previously reported to you. It is my opinion that the committee appointed by the Southern Association to conduct the reaffirmation visit was indeed an outstanding group of professionals and that their suggestions and recommendations, when received, will be of significant benefit to the university as we continue institutional progress, growth and development. I was very pleased that two of the three Texas Eastern board officers, Vice Chairman Neal E. Velvin and Secretary Jeff Austin, Jr., were able to schedule a visit to campus for a meeting with the committee chairman, Dr. Harold B. Crosby of Florida. Board Chairman David K. McKie was out of state and could not arrange to attend. It likely will be several weeks before the written report of the committee is available to the institution. When it is available, of course, I will provide the report to each of you. Although we will not know about the complete report until later, the committee did conduct a standard exit interview with university personnel and summarized highlights of their work during the committee visit. The committee reported that university personnel had performed "a very
fine job in putting the self-study together and that the self-study reflected excellent planning." This is important because, in effect, the committee in making such a statement is indicating generally that the institution is recognizing for itself some of the challenges that exist for the future. Although the committee had many positive comments about the institution, the nature of the accreditation process, as I believe most of you are aware from past experience, is fundamentally to point out--through suggestions and recommendations--areas within the university organization that need attention. Of course, this is a continual process for all institutions concerned with quality programming which is the basic reason for accreditation procedures. Therefore, I am confident that upon receiving the report we can expect specific suggestions and recommendations contained therein to reflect deficiencies which should be addressed whereby the university community can persist in efforts to more fully meet the Standards of the College Delegate Assembly of the Southern Association of Colleges and Schools.

IV. Faculty Workload, Small Class and Cumulative Enrollment Reports

In compliance with the requirement enacted by the 65th Texas Legislature that general academic institutions file with their respective governing boards Faculty Workload and Small Class Reports, these reports for the Spring Semester 1979 are attached herewith.

The Faculty Workload Report provides evidence of compliance with minimum standard teaching load requirements for each faculty member. For faculty members who do not meet the minimum standard requirement, the report indicates what fraction of time is paid from Faculty Salaries, what other assignment is made for the remainder of the faculty members' time and the source of funds for payment of salaries other than the appropriation item, "Faculty Salaries." Of course, each of these assignments has been previously approved by the board in accordance with board procedure. Although this serves as official communication of this information to each member of the board, the material will also be included as part of the President's Report and Recommendations for the March 14, 1979 Board of Regents meeting in order that the materials may be recorded in the minutes and therefore become a part of the official record of the university.

The Small Class Report, as defined by the legislature, includes all organized undergraduate courses with enrollments of less than ten students and all organized graduate courses with less than five students. This report will
also be placed on the President's Report and Recommendations for the March 14, 1979 meeting for authorization by the Board of Regents.

Other enrollment reports for the Spring Semester 1979 which provide cumulative data for the institution beginning with 1973 are attached. These reports include:

- Registration Summary, Spring 1973 through Spring 1979
- Enrollment Analysis by School, Spring 1979
- Semester Credit Hours Produced, Spring 1979
- Student Enrollment Analysis, 1975 through 1979
- Report on Off-Campus Courses, Spring 1979
- Graduates by Field and Semester, Prior to Fall 1976 through Fall 1978
- Semester Credit Hours Generated, Fall 1977 through Spring 1979
- Semester Credit Hours Generated by School, Spring 1973 through Spring 1979

V. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending March 9, 1979.

JHS:rc
Attachments
CONSTRUCTION PROGRESS REPORT
PHASE II
Week Ending: March 9, 1979

SCIENCE/MATH: Vinyl asbestos tile, carpet, ceiling tile, electrical and plumbing work are essentially complete on the second floor. Carpet has been installed in first floor faculty offices. Laboratory casework is approximately 95 percent complete. Plumbing work associated with laboratory casework is about 85 percent complete. Laboratory equipment such as centrifuge, icemakers, refrigerators, etc., is 100 percent in place. The first floor corridor ceiling work is approximately 60 percent complete. The elevator installation is essentially complete. Dover personnel are on the job site to test the elevator operation and make adjustments. Electrical finish work continues on the first floor.

BUSINESS: Glazing work continues on both floors. Approximately 50 percent of the exterior window glass is in place. Tape and bedding work on interior drywall partitions is approximately 90 percent complete. Electrical rough-in work is in progress. The Johnson pneumatic control system work is about 90 percent complete. The masonry subcontractor has started removing brick rubble from around the building. Interior wood doors are currently being coated with a sealer and final finish coat.

SITWORK: Grading of Road "B" iron ore base is in progress. The electrical subcontractor is installing underground conduit for exterior lighting.

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

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