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### Administrative Notes, April 16th, 1979

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

April 16, 1979

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

### I. 1979 Annual Commencement

You are reminded that our Annual Commencement program is scheduled for May 12, 1979 at 2:00 p.m. in Harvey Hall. A luncheon for board members, wives and guests has been scheduled for 11:45 a.m. at Willow Brook Country Club. This should allow ample time to assemble for processional preparation at the Garden Center Building by 1:25 p.m. Academic regalia will be ready for each board member, and instructions pursuant to the processional and program will be given at that time. As is customary, all governing board members will be seated on the stage. If you plan to attend the luncheon and/or Commencement program, please complete the enclosed postal card and return it at your earliest convenience. Again, the schedule for May 12, 1979 is as follows:

11:45 a.m.	Luncheon, Willow Brook Country Club
1:25 p.m.	Processional Preparation, Garden Center Building
2:00 p.m.	Commencement, Harvey Hall

### II. Meeting with Lieutenant Governor

Last Tuesday (April 10, 1979) Lieutenant Governor William P. Hobby, Jr. extended an invitation to our board chairman and me to attend a meeting in his office on Thursday, April 19, 1979. Although there has been no indication of a specific agenda for this meeting, Chairman Turner has expressed his intention to share this information with all board members as soon as possible after the meeting. All board chairmen, presidents and/or chancellors in state public universities have been invited to this meeting.

April 16, 1979

III. Student Recruitment Brochure

The enclosed 2 + 2 brochure is currently being utilized in connection with area high school and community/junior college recruitment and is furnished for your information. I might add that this publication has been very well received at both educational levels by students and counselors because of the graphic impact with which it presents the cooperation between the upper level university and community/junior colleges.

IV. Summer Schedule of Classes

Enclosed for your information is the Schedule of Classes for the 1979 Summer Terms. If you have need for additional schedules, of course, I will be pleased to furnish them.

V. Board of Regents Stationery

A small supply of new Board of Regents stationery is being provided with today's Administrative Notes. If you desire an additional amount, please let me know and it will be sent to you or it can be provided whenever you are on campus.

VI. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending April 13, 1979.

JHS:rc

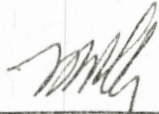
Enclosures and Attachment

CONSTRUCTION PROGRESS REPORT  
PHASE II  
Week Ending: April 13, 1979

SCIENCE/MATH: An electrical/mechanical punch list was completed by the architect's representative during the week. The contractor is working a preliminary architectural punch list previously completed. The second floor link with the existing HPR Building has been carpeted. Work remaining includes some stainless steel casework, placement of two pieces of terrazzo, cleanup, etc.

BUSINESS: Sanding of tape and bedding work is in progress on the first floor. Tile work is progressing well in all four restrooms. Carpet is being laid in second floor classrooms. The second floor drywalls have been textured and painted. Electricians continue their rough-in work. Many electrical overhead light fixtures have been connected and are operational. Johnson pneumatic control work is over 95 percent complete.

SITEWORK: The sidewalk from the Business Building west entrance to Parking Area 9 has been poured. Grading of the borrow area continues.

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

LJG/dlw

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