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Administrative Notes, June 18th, 1979

University of Texas at Tyler

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June 18, 1979

To: Board of Regents, Texas Eastern University

From: James H. Stewart, Jr.

Subject: Administrative Notes

I. Board of Regents Meeting, July 11, 1979

A meeting of the Board of Regents will be conducted on Wednesday, July 11, 1979 at 2:00 p.m. in the Board of Regents Room. Committee meetings—if required—will begin at 1:00 p.m.

As was discussed at the last board meeting, July 11, 1979 is the appropriate date for the summer quarterly meeting of the Board of Regents. The agenda will be mailed on July 3, 1979. If there are items that you desire to include on the board agenda, it would be helpful to have them by Friday (June 22, 1979).

II. Minutes of Board Meetings Held May 16, 1979

Minutes of the reconvened annual meeting (recessed on April 4, 1979) and the special called meeting on May 16, 1979 are enclosed for your information.

III. University of Texas Staff Visit

I was notified last week that The University of Texas System Chancellor E. D. Walker and other System officials including Vice Chancellor for Academic Affairs Ernest T. Smerdon, Vice Chancellor for Business Affairs Joe E. Boyd, Jr., Assistant to the Vice Chancellor for Academic Affairs Patricia Witherspoon, Assistant to the Director for Personnel Programs Claude E. Hempel and Assistant Comptroller Thomas Michael Grady would be on our campus tomorrow, Tuesday, June 19, 1979 for the purpose of meeting with all institutional personnel in two informal meetings. There will be one meeting conducted for faculty personnel and one meeting for nonfaculty personnel. This activity is one which Chancellor Walker advised me earlier that he wanted to conduct
as soon as possible after the bill signing in order to meet all institutional personnel and give them an opportunity to ask questions of him and his staff regarding the merger. The Chancellor will be on a very tight time schedule and will be on campus only long enough for these meetings. As I mentioned earlier, System staff personnel are working with us on a continuing basis relative to transition matters.

IV. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending June 15, 1979.

JHS:rc
Enclosures and Attachment
CONSTRUCTION PROGRESS REPORT
PHASE II
Week Ending: June 15, 1979

SCIENCE/MATH: Exceptions noted on the several substantial completion punch lists are being corrected by the contractor.

BUSINESS: Ceiling tile has been installed in four first floor rooms. Carpet installation is in progress on the first floor. Ceiling grid work continues throughout the building. Electrical ceiling light fixtures are now being installed in the ceiling grid on both floors. Painting of storage room casework is underway. The laying of terrazzo stairwell steps started Friday in the central stair. Restroom plumbing fixtures have been installed. The elevator is operational. Exterior window installation is essentially complete.

GREENHOUSE: Painting of casework has started. Brick and glazing work has been completed. Fans and the roof mounted heating/air conditioning unit have been installed. Space heaters and Celdek evaporative pads have been installed in the propagation areas.

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

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