

# ADMINISTRATIVE MEMORANDUM

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**SUBJECT** Administrative Council Meeting  
March 26, 1974

**NUMBER** 31

**DATE** March 27, 1974

## Calendar Items

April 11 - Board of Governors meets at 9:30 a.m., University Center, North Carolina State University, Raleigh.

April 30 - Administrative Council meets at 2:00 p.m., General Administration Building.

## Action Items

Within the next few weeks Chancellors will be requested to submit to the President's office the names of faculty members who are retiring this year so that they may be honored by the Board at its June meeting.

Chancellors are reminded that their annual reports will be due this summer. They should be submitted as much before September 1 as is feasible.

The Chancellors were asked to check immediately to determine if, in the operation of student bookstores, special orders are being taken for items not normally sold by bookstores. If such practices are occurring, they should be discontinued promptly.

Each Chancellor's office is requested to let Mr. Robinson know whenever there is an investigation on the campus by the Equal Employment Opportunity Commission of any complaint filed by an individual.

Chancellors are urged to seek the support of legislators for an amendment to the Umstead Act being sponsored by Senator Knox and Representative Stevens. (Bill moved on calendar this week)

The President named a committee to advise him and the Administrative Council concerning aid to private institutions. The committee consisted of Chancellor Caldwell as chairman, Chancellors Lyons and Wey, Mr. Joyner and Dr. King.

The President asked that any institutions carrying his name on the stationery delete it at the time of the next printing.

The President's staff will attempt to get a clear understanding of the circumstances in which institutions are required to state that they are equal opportunity employers.

A draft of a paper on long-range planning, dated March 26, 1974, was distributed. Comments or suggestions on this paper should be received within a week.

Dr. Dawson will be sending to the institutions forms that will need to be filled out for each individual who, it is felt, is incorrectly classified, either as EPA or as SPA.

The President urges that each Chancellor, in making salary increases, bear in mind the increase in the cost of living, but adhere to the merit principle.

Any recommendations for adjustments to salaries of persons on the list studied by Hay Associates must be consistent with the findings of the Hay study. That study should also be used in establishing salaries for other administrative officers.

Insofar as possible, Chancellors should try to adhere to the policy of making once-a-year, comprehensive salary adjustments. Only a modest amount should be kept in reserve for unforeseen adjustments, for faculty members yet to be employed, for special groups concerning whom additional study is required, etc.

#### Other Items Discussed

Colonel James R. Duncan, representing the North Carolina Commission for the National Health Agencies, will be writing the individual Chancellors asking whether a drive for funds might be conducted among persons employed at the institution.

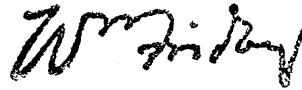
Mr. Robinson discussed amendments to the residency law that are being considered in the General Assembly. Because of the complexities encountered in administering this law, a workshop is being contemplated for the summer that will be designed for persons at the institutions who administer the law or advise students concerning it.

The President reviewed the status of various bills affecting the University.

Mr. Joyner stated that the allocations to the institutions should be completed by the Board of Governors at the May and June meetings of the Board--earlier than last year. The President will wish to discuss allocations with the Chancellors during the week of May 20-24.

Mr. Sanders discussed the current request from HEW for establishment of "1202 Commissions" in the various states. The Governor is required to submit a response for North Carolina by April 15.

Dr. Dawson discussed the need for development of personnel policies for non-faculty EPA employees. The Personnel Committee of the Board will be requesting the Chancellors' suggestions in the development of these policies.



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William Friday