

ADMINISTRATIVE MEMORANDUM

SUBJECT Administrative Council Meeting
January 27, 1981

NUMBER 146

DATE January 29, 1981

Calendar Items

- February 13 - Board of Governors meeting, 9:30 a.m., General Administration Building.
- February 24 - Administrative Council meeting, 1:30 p.m., General Administration Building.
- February 17 - Administrative Proceedings resume in Washington.

Action Items

Chancellors and chief business officers are asked to keep their calendars flexible from February 25 to March 10 in order to be available for the Base (Continuing) Budget hearings in Raleigh.

Chancellors should ask their fiscal officers to make a detailed comparison of the Continuing Budget requests as submitted by the Board of Governors with the line-item recommendations as they appear in the budget document. (The Budget Office in Raleigh has copies of the budget document that can be obtained if an institution does not already have a copy.)

In response to a recommendation by the Governor and the Advisory Budget Commission, the University is required to submit a list of 191 positions which are to be deleted from the University's budgets. This list of positions at an average cost of \$13,000 must be sent by the President to the State Budget Office by February 16. Until more specific instructions are received, each institution should:

- (1) assemble a list of vacancies in positions funded from General Fund appropriations (except teaching salary lines (1310) and the Summer Term budget purpose);

- (2) begin evaluation of the relative need for the positions; and
- (3) be prepared to give the President a list on short notice.

The President asked that campus officials not initiate public discussions of comparisons in funding among the various institutions; during the legislative session we must work as a team for the support of the University's requests. If requests for comparative data are made, please discuss these first with Vice President Joyner before responding.

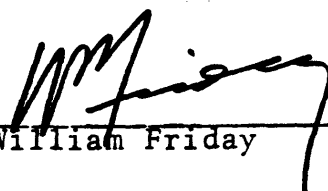
Prior to the commencement of the hearings on the Base Budgets, February 25, the Chancellors should try to understand as fully as they can what the recommendations of the Advisory Budget Commission mean for their campuses.

Chancellors who have not already responded to the draft policies on extension activities may do so by Tuesday, February 3.

The President urged Chancellors to inquire into possible steps they can initiate on their campuses to save money.

Other Items Discussed

1. Mr. Joyner summarized the recommendations of the Governor and Advisory Budget Commission, giving special attention to the proposed increase in tuition, to the provisions concerning salaries, to the Change Budget and to the proposed appropriations for capital improvements.
2. Mr. Orleans discussed a proposed amendment to the Personnel Records Act; a draft of the proposed change will be circulated to the Chancellors for their comments.
3. Mr. Robinson discussed the proposed policy on non-faculty EPA personnel.
4. Mr. McMillan distributed lists of the legislative committees and discussed proposed changes in the Administrative Procedures Act and other legislation that was likely to affect the University.
5. Acting Vice President Simms distributed copies of the report on freshmen housing given to the Board of Governors on January 9. He noted that the Chairman of the Board had been asked to refer the report to a committee and had agreed to do so. Additional information on the subject may be needed from each institution when any committee review is undertaken.



William Friday