

ADMINISTRATIVE MEMORANDUM

SUBJECT Administrative Council Meeting
 June 28, 1977

NUMBER 82

DATE June 29, 1977

Calendar Items

Friday, July 15 - Meeting of the Board of Governors, General Administration Building, 9:30 a.m.
Tuesday, July 26 - Meeting of the Administrative Council, General Administration Building, 2:00 p.m.
Monday, August 22 - Meeting of the Board of Governors, General Administration Building, 9:30 a.m.

Action Items

In Wednesday, July 13 each campus should arrange to pick up at the General Administration Building directions for preparation of the materials required for budget allocations. These directions will include enrollment figures for the individual campuses. The institutions should complete their work and return the materials to the General Administration by Tuesday, July 19.

In arranging vacation schedules, each campus is asked to see that from Wednesday, July 13, through Tuesday, July 26, someone is available on the campus who is thoroughly familiar with the budget materials and who can make decisions for the campus concerning proposed budget allocations.

Dr. Dawson will mail to the Chancellors within the next few days a schedule of various actions that must be taken in connection with administrative and academic salaries.

Mr. Orleans asked that those Chancellors who have not yet submitted assurance statements for Title IV (higher educational opportunities for the physically handicapped) should do so within the next ten days.

Mr. Sanders distributed a draft of a procedure for termination of academic programs. Any Chancellor who sees problems arising from the adoption of this procedure is asked to get his suggestions to Mr. Sanders. It is contemplated that the procedure will be acted on by the Planning Committee in July and by the full Board in August.

Other Items Discussed

1. Mr. Joyner reviewed the Appropriations bill and the process for making allocations to the institutions.
2. The Personnel Committee of the Board of Governors and the full Board are expected to ask that a flat 6.5% be given to all EPA employees as a cost-of-living increase. The additional money for salaries should be used, in accordance with procedures approved by each Chancellor, as merit increases.
3. The Board of Governors is expected to revise the salary ranges for administrative officers and for academic personnel at its meeting on July 15. It is expected to make allocations for salaries at its meeting on August 22.
4. For each senior administrative officer (rank of dean, or its equivalent, or above) any adjustment in salary, including the 6.5% increase, will require a written evaluation of the officer's work.
5. Mr. McMillan reported that all four bills sponsored by the Board of Governors had been adopted.
 - a bill concerning tuition waiver for full-time faculty and staff
 - a bill clarifying the law on endowment funds
 - a bill pertaining to the licensing of non-public institutions
 - a bill modifying the Umstead Act to permit "comprehensive student health services" to dispense drugs to student patients.Mr. McMillan also reviewed the status of many other bills affecting higher education.
6. There was considerable discussion of the Adams-Ramsey bill.
7. There was discussion of the question of whether a faculty member who has been given notice of termination but who is to teach one more year should get the 6.5% increase.
8. Mr. Orleans gave a general review of the actions that would have to be taken on the campuses in connection with Title IV.
9. Mr. Sanders distributed a schedule of activities for completion of the annual revision of the Long-Range Plan.



William Friday