

ADMINISTRATIVE MEMORANDUM

SUBJECT Administrative Council Meeting
January 5, 1978

NUMBER 95

DATE January 6, 1978

Calendar Items

- January 13 - Board of Governors meets 9:30 a.m., General Administration Building.
- January 24 - Administrative Council meets 2:00 p.m., General Administration Building. (If there appears to be no urgent business for the Chancellors to consider, this meeting will be cancelled.)
- February 10 - Board of Governors meets 9:30 a.m., General Administration Building.
- February 28 - Administrative Council meets 12:15 p.m. at the Carolina Inn for a luncheon with the Presidents of the community colleges.

Action Items

Chancellors' reactions to the draft of a plan for the study of faculty workloads should be sent to Vice President Dawson as soon as possible. The committee representing the 16 institutions hopes to arrive at a final plan for the study at its meeting on January 20.

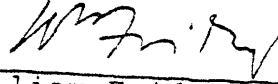
When a member of the General Assembly asks for information from a Chancellor or his staff, the President's office should be informed of the request and a copy of the response should be sent to the President.

Other Items Discussed

1. Vice President Joyner reviewed the principal changes proposed in the budgetary amendments that the Board of Governors will consider at its meeting on January 13. The President will recommend that the University ask once more for a 10% increase in salaries at an estimated annual cost of \$17.7 million. Mr. Joyner also discussed proposed amendments in the Schedule of Priorities for both current operations and capital improvements, and in other parts of the Board's budget request.

2. The President and Vice President Dawson discussed criticisms shared by some faculty members concerning the University's system of administering salary increases.
3. Vice President Thompson reviewed recent negotiations with the Office for Civil Rights.
4. The President discussed the ruling of the Attorney General pertaining to membership on the Board of Governors of Mrs. George Wilson and Mr. J. J. Sansom. A copy of this ruling has been sent to each Chancellor.
5. Chancellor Whiting discussed the proposed Labor Education and Research Center.
6. Vice President Jones said that within the next few weeks the Chancellors and others from the institutions would be invited to a luncheon at which the Governor would talk about the use of faculty members as ambassadors of the state when they travel to other states or abroad.
7. Chancellor Robinson reported that the Liaison Committee with the private institutions and community colleges had identified eight topics that are of interest to all three groups on the committee. He discussed each of these topics briefly.
8. Mr. McMillan stated that the 1977 General Assembly had authorized 38 special studies, 12 of which are of considerable interest to the University. Four of the studies are of major interest to the University: the study of faculty workload and tenure (which the Board of Governors is required to conduct), the study of aid to private colleges, the study of educational television and the rewriting of the open-meetings law.
9. Mr. Corpening, a member of the Board of Governors and Mayor of Winston-Salem, hopes to have a "University Day" in Winston-Salem on April 13 at which all 16 institutions would be represented. The State of Florida has recently conducted such "University Days" in various sections of the state with good results.
10. Vice President Joyner reminded the group that the 1977 General Assembly passed a law requiring state agencies to deposit federal funds with the State Treasurer. The University was exempted from the provisions of this law for one year. If the University cannot now be removed from the operation of the law, it is hoped that a method of complying with the statute can be worked out that will prove not too burdensome for the institutions.

11. Dr. King gave a report summarizing state aid to private institutions since the commencement of the program in 1972.



William Friday

THE UNIVERSITY OF NORTH CAROLINA

General Administration

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November 8, 1977

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MEMORANDUM

TO : President Friday, the Vice Presidents and the Assistants
to the President

FROM : Neal Cheek *NC*

RE : Index of Administrative Memoranda

Attached is an informal working index of Administrative Memoranda issued since July 1, 1972.

Entries include procedural matters of a continuing nature, the distribution of documents and recurring reports.

Suggestions from you or members of your staff regarding format, content and possible further distribution of this material will be appreciated.

Attachment

-A-

- #2, 7/18/72 Academic Personnel Actions, instructions and suggestions for processing and approval
- #34, 5/1/74 Administrative Relationships - consensus reached on document relating to administrative relationships, especially of senior officers of the Univ. to Board of Governors; to be sent to Governance Cte. of Board
- #35, 5/29/75 Audit Reports - Chancellors should read audit reports and respond to specific recommendations contained therein
- #36, 6/19/74 Auditor's examination of personnel files - examination will be allowed only in the office of the custodian of those files
- #70, 10/20/76 Aesthetic equipment - see purchasing of...
- Academic Programs, Termination of - see Programs
- #91, 10/19/77 Chancellors must be involved with various audits now underway and those which are expected to develop in the future

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- #9, 12/21/72 Board of Trustees - three copies of minutes of meetings are to be submitted to Secretary of University as soon as practicable after meetings are held; Secretary of the trustee board must be elected from membership of board
- #22, 11/1/73 Budgets - noted that local trustees may advise on the proposed campus budgets, but the Code does not require action on budget by the local boards
- #31, 3/27/74 Bookstores - see Campus Stores
- #34, 5/1/74 Bumper stickers - should not be placed on state cars and any existing stickers should be removed

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- #8, 12/18/72 Execution of Construction Contracts delegated to each Chancellor
- #31, 3/27/74 Campus Stores - Chancellors asked to insure that special orders are not being taken for items not normally sold by bookstores
- #34, 5/1/74 Campus Stores - Trustees should adopt a resolution to make bookstore operations conform to a 1974 statute
- #37, 7/31/74 Campus Store personnel should contact Mr. Robinson to determine which sales to what agencies are appropriate and compatible with Attorney General's ruling
- #87, 9/20/77 Consulting Act - procedures to implement consulting contracts within the University

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- #8, 12/18/72 Delegation of execution of Construction Contracts made to each Chancellor

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- #4, 9/29/72 Equal Employment Opportunities - Chancellors asked to contact Mr. Robinson as soon as campus is involved with federal representatives
- #9, 12/21/72 Chancellors urged to keep extensive records, including documentation for subjective evaluations, for EEO activities
- #17 5/30/73 Campuses asked to supply Mr. Robinson with copies of - letters of transmission to HEW regarding EEO compliance
- #31, 3/27/74 EEOC - Chancellors requested to notify Mr. Robinson of any investigations of any complaints filed by individuals
- #32, 4/16/74 Endowment Funds - Resolution concerning operation of endowment funds
- #78, 3/30/77 Employment of Senior Administrators - Chancellors are requested to notify President or Dr. Dawson at an early stage in the search for a new dean or vice chancellor

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- #93, 10/28/77 Endowment Funds under G.S. 116-36, as amended, Regulations of Board of Governors and Procedural Guidance Relative to

- #4, 9/29/72 A University-wide faculty assembly is to be formed; it is to function in an advisory role
- #9, 12/21/72 Federal Agencies - Chancellors urged to keep extensive records, including documentation for subjective evaluations, under the Fair Labor Standards Act and HEW and EEO activities
- #22 11/1/73 Faculty Senate - for campuses not now having a Faculty Assembly or Faculty Senate, prudence suggests that steps be taken to form one or the other
- #54, 11/26/75 FTE Enrollment computations - each Chancellor should ascertain that computations are being made correctly; any doubts may be resolved by contacting Dr. Dawson
- #56, 2/4/76 Faculty representative at Trustee meetings - Chancellors should establish mechanism to insure that the appropriate representative is notified of and invited to meetings (#78, 3/30/77, restated)
- #61, 5/21/76 Faculty and Staff Tuition Waiver - regulations governing waiver for one course per semester in their respective institutions (amended by #73, 11/29/76)

- #77, 1/27/77 Faculty member, discharge of for cause - Chancellors will want to review forthcoming material regarding application of provisions of Sec. 603 of The Code
- #88, 9/21/77 faculty work load and the tenure system, study of - Chancellors are requested to inform their faculties of this study to be done for the General Assembly

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#26, 12/20/73 General Assembly, relations with - plan and strategy
for dealing with the General Assembly was agreed upon

#68, 9/22/76 Grants and Contracts - procedures with respect to
grants and contracts to finance sponsored programs
within the University

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#9, 12/21/72 Chancellors urged to keep extensive records, including
documentation for subjective evaluations, for HEW
activities

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- #6, 11/1/72 Intercampus recruitment of staff - guidelines adopted
by Chancellors
- #22, 11/1/73 Information, premature release of - Board members object
to leaks of information on matters which have not yet
been acted upon by Board; follow proper procedural
channels.

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Legislature - see General Assembly

Long-Range Plan - see Plan and Planning

#54, 11/26/75 Legal opinions from or legal representations by Office of Attorney General - campus requests should be transmitted through this office

#76, 1/13/77 Leave and Benefit Policies, Pregnancy - summary of legal and institutional commitments to pregnancy policies

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#19 8/1/73 Motor Vehicles - Instructions regarding use of state cars will be forwarded to campuses soon

#58, 3/22/76 Mailing lists - updating of certain mailing lists used by State agencies

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#13, 3/28/73 Nepotism, A Revised Policy, was reviewed and approved (For the Anti-Nepotism Policy and directions for implementation, see #14, 4/27/73)

#72, 11/24/76 Nova University - Chancellors who are approached by Nova representatives are asked to keep Gen'l Admin. advised

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- #30, 3/20/74 Occupational Safety and Health Plan for University
- #60, 4/28/76 Open meetings law - Mr. Robinson commented on the law and on recent decision of State Court of Appeals pertaining to the law

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- #1, 7/17/72 Purpose of the memorandum series
- #2, 7/18/72 Personnel (Academic) Actions, instructions and suggestions for processing and approval
- #6, 11/1/72 Personnel, Inter-Campus Recruitment of Staff - guidelines adopted by Chancellors
- #17, 5/30/73 Parking Regulations - review of recent legislation vesting in boards of trustees responsibility for traffic and parking regulations
- #27, 1/29/74 Plan - Preparation of the State Plan for Higher Education & Programs - Interim Procedures for Review of New Programs
- #33, 5/22/74 Long-Range Planning of the U. of N.C., 1975-80, outline of the process
- #39, 10/30/74 Public Interest Research Groups (PIRG) - since legal as well as policy questions are involved in response to PIRG inquiries, Mr. Robinson will be available for consultation with campuses
- #70, 10/20/76 Purchasing of aesthetic equipment - delegation of authority to approve the purchase of carpeting, draperies or other purely aesthetic equipment

#74, 12/17/76 Long-Range Planning - schedule for filing and processing various elements of the plan for 1977

Pregnancy Leave and Benefit Policies - see Leave ...

#78, 3/30/77 Personnel Actions requiring Board of Governors approval - should be in Dr. Dawson's office at least two weeks prior to Board meeting

#84, 8/5/77 Property - statute obligating state employees to report misuse of State property

#85, 8/24/77 Programs, Procedure for Terminating

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- #6, 11/1/72 Recruitment, Inter-campus, of staff - guidelines adopted by Chancellors
- #16, 5/30/73 Residency - Interim Regulations for Implementation of New Statute Concerning Residency Classification for Tuition Purposes (Manual transmitted by #18, 7/16/73)
- #21, 10/8/73 Residency - Implementation of State Residence Committee Procedures (#24, 11/21/73, distribute residency materials to campus officials involved in the residency process)
- #47, 6/4/75 Residence for Tuition Purposes - summary of new law
- #49, 7/22/75 Revised residence/tuition Manual (#51, revised policies and procedures of State Residence Committee) (#53, 11/20/75 amendment to residence Manual of July '75)
- #66, 8/18/76 Revised policies and procedures of State Residence Committee (#67, revised residence Manual)
- #81, 6/20/77 Amended policies and procedures of State Residence Committee (#86, amended residence Manual)

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- #4, 9/29/72 a University-wide student organization shall function in an advisory capacity, similar to the role of the Faculty Assembly
- #31, 3/27/74 Stationery - President asked that any institutions carrying his name on the stationery delete it at the time of the next printing

Student Stores - see Campus Stores

- #64, 6/30/76 Tuition Rates, Reduced - for specially talented non-resident students (tuition remissions) (superceded by #89)
- #88, 9/21/77 Telephone system, abuse of - students should be given notices warning against abuse of the system
- #89, 9/22/77 Tuition Rates, Resolution revising Special Tuition Rates for Non-Resident Students (supersedes #10 and #64)
- #90, 10/17/77 Tuition Waiver for Persons at Least 65 Years Old
- #92, 10/20/77 Tuition Waiver for Certain Faculty and Staff, Regulations (liberalizing permissible application of the privilege from participant's own institution to any of 16 constituent institutions)

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- #7, 11/30/72 Tuition, set of assumptions regarding special talent groups and recommended rates for those groups presented
 - #9, 12/21/72 Trustee meeting minutes - Chancellors asked to submit three copies of minutes to Secretary of University as soon as practicable after meetings are held
 - #10, 1/22/73 Tuition Rates - Resolution of B/G establishing exceptions to regularly scheduled non-resident tuition rates, 1973-74 (superceded by #89)
 - #16, 5/30/73 Tuition Purposes, Interim Regulations for Implementation of New Statute Concerning Residency Classification for Tuition Purposes (Manual transmitted by #18, 7/16/73)
 - #61, 5/21/76 Tuition Waiver, Faculty and Staff - regulations governing faculty and staff tuition waiver for one course per semester in their respective institutions (amended by #73, 11/29/76)
 - #62, 5/26/76 Title IX - Chancellors requested to lend personal support to comprehensive analysis of athletics and proposed corrective actions as required under Title IX
- Termination of Academic Programs -see Programs

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