

ADMINISTRATIVE MEMORANDUM

SUBJECT Administrative Council Meeting
December 18, 1979

NUMBER 130

DATE December 19, 1979

Calendar Items

- January 11 - Board of Governors meets at 9:30 a.m., General Administration Building, Chapel Hill.
- January 15 - Deadline for nominees for O. Max Gardner Award.
- January 22 - Administrative Council meets at 1:30 p.m., General Administration Building, Chapel Hill.
- April 17-18- Trustee Conference, General Administration Building, Chapel Hill.

Action Items

A list of all persons, employees or not, who owe money to a campus should be sent to the Department of Revenue as soon as possible. The deadline was December 1.

It is important that each Chancellor interpret to his faculty how any faculty salary increase provided by the General Assembly will be distributed.

Initial capital improvement requests are due in this office by January 21. An on-campus review should begin now of change-budget issues which should be raised.

As emphasized by Felix Joyner and R. D. McMillan, it is essential that estimated costs of capital improvements be projected with greater accuracy.

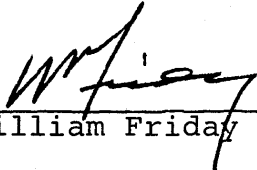
Each Chancellor should send to Dr. Raymond Dawson a copy of current faculty handbooks or manuals.

Any personnel actions requiring action by the Board of Governors at the January meeting should be in this office by December 31.

If any questions arise concerning visits to campuses by persons involved in the HEW matter, call Richard Robinson.

Other Items Discussed

1. David Edwards outlined procedures relating to the collection of debts.
2. Dr. Arnold King reported on a meeting with the Advisory Committee of Presidents of Private Institutions, and on the meeting of the Faculty Assembly.
3. Mr. Joyner reported on the budgetary situation.
4. Dr. Dawson outlined the response being made to legislative inquiries arising from the 1979 session.
5. Mr. Robinson discussed the draft being prepared on EPA personnel.
6. Dr. Donald Stedman reported on the quality assurance program, Title XX and the continuing education study.
7. Dr. Roy Carroll and Dr. Art Padilla discussed the planned survey of University graduates.
8. Mr. Robinson discussed the status of HEW litigation.



William Friday