

ADMINISTRATIVE MEMORANDUM

SUBJECT Administrative Council Meeting
June 24, 1980

NUMBER 139

DATE June 26, 1980

Calendar Items

July 11 - Board of Governors meets 9:30 a.m., General Administration Building, Chapel Hill.

July 22 - Administrative Council meets 1:30 p.m., General Administration Building, Chapel Hill.

August 8 - Board of Governors meets 9:30 a.m., General Administration Building, Chapel Hill.

No Administrative Council meeting is presently scheduled for August.

Action Items

Chancellors are requested to meet the following schedule for submitting to the President's Office the materials required by the Board's 1980-81 academic salary increase policy:

- (a) Recommendations for salary increases for senior administrative officers are due by Monday, June 30. Any proposed increase greater than 15 per cent should be discussed in advance with the President or Vice President Dawson.
- (b) Recommendations for individual faculty and non-faculty EPA salary increases that require approval of the President and the Committee on Personnel and Tenure, as defined in Salary Memorandum #2, are due in the President's office by Monday, July 7.
- (c) Recommendations for approval of increases in excess of point-of-reference maxima are due by Thursday, July 31. These recommendations should accompany the completed BD-119 which is also due on July 31.

Action Items

Chancellors are reminded that Change Budget Estimates for 1981-83 are due in General Administration by Tuesday, July 1.

Chancellors who have nominees for the Government Executives Institute are requested to submit names to Dr. "Vic" Hackley in General Administration by July 7. Dr. Hackley can answer any questions that Chancellors may have concerning the program.

Enrollment projections for 1981-83, which will be requested later this week, should be submitted to General Administration by July 14.

Mr. Robinson distributed a revised draft of the non-faculty EPA policy and asked that Chancellors submit their comments by Tuesday, July 1.

Dr. Dawson reminded the Chancellors that they need to make an annual report to their boards of trustees "at the regular meeting falling closest to the date of commencement" concerning cases during the preceding year in which the University's policy on nepotism was applied. (See the policy which was adopted by the Board of Governors April 13, 1973, and see the President's Administrative Memorandum No. 14 dated April 27, 1973).

Dr. Dawson also reminded the Chancellors that, as of June 30 each year, department heads are required to submit to the Chancellor summaries of actions taken under the Board's policy on external professional activities. (For the policy, see the Board's minutes of November 9, 1979, and see also the President's Administrative Memorandum No. 129 dated December 5, 1979.)

Other Items Discussed

1. Mr. McMillan reviewed actions taken by the General Assembly. Mr. Joyner described the Assembly's actions with regard to the 1980-81 budget. Mr. Joyner also reviewed the President's proposed recommendations for allocating funds appropriated to the Board of Governors for 1980-81. The President's recommendations will be presented to the Board at its meeting on August 8.

2. In a discussion of academic salary increase policies, Dr. Dawson asked the Chancellors to make a thorough evaluation of overall academic salary increase needs before making individual salary increase recommendations. Special attention should be directed to the allocation of increase funds among departments and schools, and between the sexes and races. It was emphasized that the current level of funding provides the opportunity to address any inequities that may exist.

3. In allocating new teaching positions provided by 1980-81 enrollment increase funds, Dr. Dawson suggested that special consideration be given to the requirements of new degree programs and the needs of

Other Items Discussed

schools and departments with rapidly increasing enrollments. Further, Dr. Dawson stated that, because of the relatively large number of new positions being allocated for 1980-81, a report from the Chancellors would be requested in the fall indicating the distribution of the new teaching positions.

4. Dr. Carroll reported on the recent meeting between representatives of the public and private sectors. He said the group will meet again August 22.

5. The President reported on the recent meeting of the Southern Regional Education Board, giving particular attention to discussions of responses made by the various states to the Office for Civil Rights.

6. Mr. Robinson stated that pre-trial briefs in the administrative hearing will be mailed to the Chancellors next week. The hearing is currently scheduled to begin July 22.

7. Dr. Lyons discussed the growing interest at the Ford Foundation in helping some of the public, traditionally black institutions.

8. The President stated that the Board for the Center for Public Television is scheduled to meet August 1.



William Friday