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ACADEMIC DEANS' COUNCIL  
Minutes  
Arts & Science Conference Room

February 11, 1976, 1:00 p.m.

Present: Alderman, Charignon, Coffelt (for part), Drew (for Moore), Edgar, Krill (for part), Jonas, Loch, McGraw, Miller, Paraska, Rand, Sullivan, Swan, Yozwiak

1. Minutes of the February 3, 1976, meeting were approved.
2. Some information on the revised travel reimbursement schedule was presented by V.P. Krill. Full information, pending approval, will be distributed after the February 14 Board of Trustees meeting. Meal reimbursement will require receipts for all meals, with receipt forms to be available from the print shop.

<u>Meals:</u> in-state:	Breakfast	\$2.50	out-of-state:	Breakfast	\$2.50
	Lunch	3.50		Lunch	3.50
	Dinner	6.00		Dinner	9.00

Cost of a meal that is an integral part of a conference can be recovered on an actual and reasonable basis.

Hotel: in-state: \$20/night maximum; out-of-state: actual and reasonable

Travel: .16 for private car, no air travel reimbursement for intra-state travel.

3. Budget call information was given by Jonas. Background, projections, and explanations were provided through a visual presentation of the following:
  - a. Student Fee Income History
  - b. Subsidy Income
  - c. I & G Compensation History
  - d. Summer Faculty Compensation History
  - e. Operating Expense History
  - f. Budget Distribution Guideline 1976-77
  - g. Sample forms of budget request
    1. Operating Expense Budget Revisions
    2. Additional Funding Requests (except Equipment)
    3. Salary verification
    4. Equipment requests

Deadline for Deans to submit budget to V.P. Edgar is March 2.

Meeting adjourned 3:55.

Minutes. L. Rand

Approved 3/2/76.