

ACADEMIC DEANS' COUNCIL MINUTES

October 4, 1978


The Meeting was called to order at 10:00 a.m. in the Arts and Sciences Conference Room. Individuals present were: Edgar, Humphrey, Livosky, McGraw, Miller, Moore, Paraska, Scriven, Sutton, and Yozwiak.

1. Minutes of the Dean's Meeting of July 6 and September 17 were approved.
2. Dr. Edgar called to the deans' attention the error on page 49 of the catalog that shows the grade point average required to be in good standing. The new standard for good standing is being implemented this Fall Quarter since the Computer Program will have been written and tested.
3. Dr. Edgar informed the deans that Mr. Owen, the librarian, is developing a plan for spending the special allocation of \$100,000 for upgrading the Library holdings. This information will be communicated to the deans when it is developed. Dean Paraska stated that this additional funding is commendable, but we should make an equitable allocation to departments of the regular annual library budget item for books and periodicals.
4. Dr. Humphrey discussed the new travel regulations. One objective in the revision of the travel regulations was to assign the academic deans a more significant role in the supervision of the usage of the travel funds. The new travel regulations were intended to be an update of the previous regulations. Inadvertently the portion of the old regulations that stipulated when two or more people travel in one automobile that the driver of the automobile would receive full mileage reimbursement was omitted. This provision will be incorporated in a forthcoming change to the regulations. It was pointed out that these travel regulations apply only to employees of the University and not to prospective candidates and other outside individuals who may be reimbursed by the University for their travel. The restriction on not over three individuals attending a meeting was also discussed. It was pointed out that the leeway provided by the regulations to permit a greater number to attend nearby meetings can be judiciously interpreted by the designee. The need for approval of travel prior to the actual departure was emphasized in order to protect the individual traveler in regards to the insurance provided by the University. In this connection, a question was raised on what is the best procedure for covering those individuals who are performing official travel within the Youngstown area who do not intend to claim reimbursement but should be covered by the liability insurance. The safest protection is to have a travel request filed and approved. However, in some instances a log kept in the office may suffice. The use of the new travel form was discussed. It was clarified that the indication of cost of meals was intended to be an estimate of which meals would be reimbursed, and that the initial travel request would be the estimate and the claim for reimbursement would actually identify those meals for which a traveler is entitled to reimbursement. It was not intended that the actual cost of the meals be identified.
5. Dr. Humphrey was apprised of the need to clarify the regulations concerning the use of facilities by outside organizations. This policy is now under review.

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6. Dr. Edgar pointed out that the minutes of a recent Chairmen's Meeting in C.A.S.T that discussed the parking problems were referred to Dr. Humphrey. Dr. Humphrey reviewed the problem of sufficient parking facilities. It was emphasized that certain individuals have a continuing need to have access to parking at any time of the day. An example is, people such as academic deans who regularly are called on to go off campus to meetings and then arrive on campus at any hour of the day and have difficulty in finding a parking spot. Also it was brought out that faculty are at a disadvantage in competing for parking spaces when they are grouped with administrative staff. Faculty are called on to teach at off campus sites early in the morning. They are also called on to teach night classes and are not expected to be on campus at 8:00 in the morning. This situation should be given attention when a permanent parking arrangement is developed. Dr. Humphrey indicated that later this academic year he will be conducting a survey of opinions on how the parking situation can best be resolved.
7. Dr. Edgar distributed the Sutton I.O.C. concerning Registration Practices which will be discussed at a later deans' meeting.
8. Dr. Edgar distributed the compilation of workloads assigned to various non-lecture courses. He requested that the deans verify the accuracy of this tabulation and return the verified copies to him.
9. The meeting adjourned at about 11:47 a.m.


N. Paraska

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