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# Meeting Minutes

WKU Council of Academic Deans

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MINUTES

from Wednesday, July 18, 1973 Meeting

In attendance were financial officers of the state colleges and universities, the Staff of the Council on Public Higher Education and representatives of the Office of Policy and Management, Department of Finance and Administration.

Mr. James King, of the Office of Policy and Management, reemphasized the tightness of funds for the next budget and that institutions must establish priorities. He also mentioned that the 5.5% salary increase is only a starting point for budgeting purposes—this amount may not be fully funded.

In a discussion of program continuation, it was pointed out that increases in expenses caused by legal increases by regulatory agencies (i.e., the Federal Government increase in Social Security, etc.) should be included in continuation and explained by appropriate narrative. Any deficiencies by the institutions in meeting legal requirements (i.e., air pollution control) should likewise be reported in the budget request narrative. He also indicated it was his opinion that the Commissioner of Finance would probably be more receptive to debt service commitments made prior to his letter of July 2, 1973, than after that date.

Mr. King pointed out changes were upcoming (next biennium) in capitalization of debt service during construction. At present, capitalization during construction is allowed; next biennium, it will not be allowed.

Mr. King also discussed the implementation of a Management Information Services (MIS) to be made up of several small MIS systems throughout the state. This system calls for the use of NCHEMS (to be operational in the state higher education system by July 1, 1974) and the use of some form of centralized computer. It was emphasized that no new computers will be added on campuses and that the Council on Public Higher Education will establish policies for meeting higher education's needs.

Another change pointed out by Mr. King deals with bond fund transfers. Bond funds must now be deposited with the State Treasury Department who will handle transfers.

Discussion of Budget Format

It was agreed that institutions would report Instruction and Departmental Research by the optional method (detailed in Appendix D) for the upcoming biennium. The Council staff also agreed to supply an appendix (See Appendix D) indicating any changes from last year's budget request format appendix or other changes agreed upon.

Other points discussed related to:

- (1) Computer expenses should be reported according to departmental usage as indicated in institutional records.

- (2) It was agreed that the requested size of budget request documents (8½" x 11") was satisfactory to all institutions, and that such documents would be bound securely (not merely stapled).
- (3) New program proposals must be submitted either prior to or with funding requests sent to the Council on Public Higher Education.