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CABINET MEETING
May 11, 1981

1. Announcements

The schedule of events associated with commencement was reviewed.

For the record, the May 1, 1981 memorandum relative to changes in the Master Calendar for 1981-82 was mentioned. As indicated in the memorandum, the Master Calendar recommendations are due to the vice presidents no later than May 28, 1981.

An April 23, 1981 letter from the Legislative Budget Board acknowledging receipt of the responses submitted by the university with regard to unnecessary federal requirements was mentioned for the record. This report was sent to the Lieutenant Governor in his role as chairman of the Legislative Budget Board and is a part of the national effort to eliminate unnecessary federal reports and requirements generally.

It was mentioned that recommendations for changes in the Handbook of Operating Procedures have been received by the vice presidents and will be brought to a subsequent Cabinet meeting for review.

2. Employee Class Attendance During Normal Working Hours

The Cabinet reviewed for final approval, a procedure which will permit faculty and staff enrollment in university courses during normal working hours. The approval was given with an immediate effective date which, in essence, means that the procedure will be implemented with the beginning of the First Summer Term 1981. A form was also approved for use pursuant to this procedure. Forms will be available in the office of personnel services. Although the new procedure will be announced by the Cabinet to staff members, the president will prepare and send, as soon as possible, an Administrative Memorandum relative to the new procedure. Moreover, the Handbook of Operating Procedures will be changed to reflect the procedure upon the next printing.