

February 11, 1993

FEB 15 1993

MEMORANDUM

TO: Chancellors and Vice Presidents

FROM: Charles T. Wethington, Jr.
President

SUBJECT: Establishing Rules of Procedure and Structures of
Committees and/or Councils of Educational Units

Just Please Handle

[Signature]

You will recall that a memo was sent you February 7, 1992 (copy attached) requesting that you assure that each of your educational units establish rules of procedure and that the committee and/or council structures necessary for the performance of its functions are up to date. I asked that a copy be forwarded to me by May 30, 1992.

A number of copies were forwarded but had not been approved by you, in accordance with the University Governing Regulations. Time was allowed for the completion of these and for your review and approval. To date, because you have been busy with budgetary and restructuring activities, I have not urged the completion of these documents. I am asking now that approval of these documents be handled through the regular channels and a copy be sent to me by April 1, 1993. I will see that the copies are forwarded to the Senate Council office and, in the case of the Community College System, that copies are retained in the Chancellor's office.

Enclosure

c: Dr. Juanita Fleming
Dr. John Picoro

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