



State University of New York

Memo to Pres
#19

Memorandum to Presidents

Date: June 6, 1973

Vol. 73 No. 19

From: Office of the Deputy to the Chancellor
for University Operations

Subject: Annual Reports

This is a reminder to Presidents of the State-operated campuses that annual reports will be expected around September first.

It should be noted that Section 356 of the Education Law requires that the "councils of state-operated institutions.... make an annual report to the state university trustees on or before September first of each year". To meet this requirement, your council may wish formally to adopt your annual report to the Chancellor as its official report to the Trustees.

If you expect to have difficulty in meeting the prescribed submission date, please let me know. The reports should be sent to me, since I will be gathering these for the Chancellor and the Trustees.

As in the past, we'd like to stress brevity and pithiness. Statistical information that has been submitted for other reports need not be duplicated in the annual report. Instead, it is preferred that the emphasis be placed on discussion of major problems, critical plans and developments, and changing trends.

Murray H. Block
Murray H. Block

cc: Chancellor Boyer
Miss Downey

This memorandum addressed to:
Presidents, State-operated campuses
Deans, Statutory Colleges

Copies for information only sent to:
President Miles, Alfred University
Dr. Risley, Cornell University