



UNIVERSITY OF MINNESOTA  
TWIN CITIES

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(10) MCPP-Adm.

SPM  
COPY  
to HB

M E M O R A N D U M

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HB - OR 2 de Hys

TO: Henry Blackburn  
FROM: Russell Luepker  
DATE: March 19, 1980  
RE: ~~MCP~~ Responsibilities

RL

MAMP

In addition to having "final" responsibility of PI, some suggestions for your "duties".

1. Responsible for assuring scientific integrity of MCP, of deciding the health message and the overall direction.
2. Chairman of the executive committee.
3. Interaction with NIH, local and other official bodies.
4. Work with University officials (SPH, Administration) on major issues (e.g. floor space, budget allocations, etc.)
5. Selection of consultants and interaction with them.
6. Assuring blending of MCP with other LPH programs, missions, goals.
7. Presenting a "public" face of the programs with the press media, other health groups, etc.
8. Final administrative responsibility including staff budget.

MEMORANDUM  
Henry Blackburn  
March 19, 1980

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Some suggestions for my "duties":

1. Act to fill your responsibilities in your absence in consultation with the executive committee.
2. Direct responsibility for budgeting and daily fiscal decisions.
3. Assuring the excellence of performance of the project staff.
4. Work daily with administrative staff.
5. Assuring Implementation of executive committee decisions.
6. Working on specific projects in the MCPP which I have designed until suitable replacements are identified for same.
7. Assuring relationships and smooth functions between the LPH and collaborating schools.

Others:

The many other duties of the MCPP staff are defined in the administration section. I think that we should follow this plan and allow each individual to supervise (e.g. hire/fire, allocate funds, set priorities) in his/her own area with maximum latitude (and attendant responsibilities for performance). Our roles and those of the executive committee are to define expectations and to assure performance is met by the responsible individual.

/ilb