University Committee on Faculty Affairs

MINUTES

Tuesday, January 29, 2013

Members Present: Gerald Aben, William Anderson, Lisa Cook, William Donohue, Meredith Gore, Robert Griffore, Joe Hauptman, Melanie Helton, Della Hughes, Gerd Kortemeyer, Karl Olson, Ralph Putnam, Fred Rodammer and David Sheridan.

Ex Officio:

Others: Sheila Teahan, Donna Zischke.

Call to Order: Dr. Anderson called the meeting to order at 1:08 p.m.

Dr. Anderson said the agenda was being amended to accommodate Dr. David Gift and two of his colleagues – Tom Davis and Cynthia Ghering – from IT Services to speak to UCFA about a new email system Microsoft 365.

Approval of Agenda: Dr. Donohue made a motion to approve the agenda as amended, seconded by Professor Helton. The motion carried.

Approval of Minutes: Dr. Aben made a motion to approve the Minutes for the meeting on January 15, seconded by Dr. Donohue. The motion carried.

New Business:

1. Professor Bruce Pigozzi, Geography Department, made a presentation on how 9-month faculty members are being paid – this appears to be a monthly payroll calculation problem that needs to be reviewed. The Budget Subcommittee will look further into Dr. Pigozzi’s description of paying 9-month faculty. They will meet with Greg Deppong, Terry Curry and perhaps Sharon Butler as well as David Byelich.

2. Resolution proposed by UCFA – this was withdrawn at the last minute from the meeting agenda. It will be reviewed by the Personnel Policy Subcommittee and will likely be on the UCFA February 12, meeting agenda.

3. Microsoft Office 365 – Dr. David Gift attended the meeting and brought two of his colleagues, Ms. Cynthia Ghering and Mr. Tom Davis. Dr. Gift made a brief presentation on Microsoft Office 365 – this system would replace mail.msu.edu as central e-mail service for all MSU faculty, staff, students and affiliates. He explained that there presently isn’t a central calendaring service and there are at least 150 separate Microsoft Outlook Exchange services running across MSU with an additional small number of Groupwise and other e-mail services. An Ad Hoc Subcommittee will meet to review information and formulate questions to be answered when the Subcommittee meets with Ms. Ghering later this month.
Old Business:
1. **MSU Guidelines for Social Media** – Within the first paragraph on page 3 of *MSU Guidelines for Social Media* titled **Be aware**, the first several sentences seem disjointed and don’t appear to support the train of thought. The UCFA members discussed what the definition of a “crisis” is (second sentence of the paragraph) as your office is using the term. If a person is having an emotional breakdown in the classroom, is this a crisis? If an MSU student appears to be missing from their apartment or from campus, is this a crisis? What is the definition or another word that should be adhered to comply with this paragraph? (See the paragraph below.)

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**MSU Guidelines for Social Media**  
Revised August 2012  
Page 3 of 7

**Be aware.** Never comment on anything related to legal matters, litigation, or any parties with whom MSU may be in litigation. Never participate in social media when the topic being discussed may be considered a crisis situation. Even anonymous comments may be traced back to your IP address. When in doubt, as a manager for assistance to determine if a matter should be referred to the Communications and Brand Strategy media communications team or the Office of the General Counsel.

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A motion was made by Dr. Donohue supported by Dr. Griffore stating that the University Committee on Faculty Affairs basically supports the *MSU Guidelines for Social Media*. An amendment to the motion was put forth by Dr. Putnam and supported by Professor Helton stating that the following concern was noted: in the **Be aware** paragraph, **replace the term “crises”** with another word in your guidelines. Both the amendment to the motion and the amended motion were approved.

Announcements
1. William Anderson – no report made
2. Terry Curry – no report made
3. Sheila Teahan – Dr. Teahan reported that both her Faculty Grievance Office assistant and she now have “panic buttons” at their desks for their personal safety. There have been several instances during Dr. Teahan’s meetings with faculty when she felt uncomfortable. The faculty member was upset and she felt it would be best if there were a way to summon assistance immediately if necessary.
4. David Byelich – no report made

Subcommittee Reports:
- **Budget**: Dr. Aben reported that his subcommittee will work on the *Outside Work for Pay: Frequently Asked Questions*. 

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Subcommittee Reports, continued

Personnel Policy: Dr. Olson reported his subcommittee is beginning review of the Faculty Grievance Official.

Other Questions: No other questions were noted.

A motion was made by Dr. Donohue seconded by Dr. Aben to adjourn to subcommittees. The motion carried.

Adjournment: UCFA adjourned to subcommittees at 2:10 p.m.

Professor Helton performed an excerpt by Sergei Rachmaninoff that is from her program for Sunday, February 3, at Cook Hall.

Respectfully submitted,
Elva Boyles
Recording Secretary

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These Minutes were approved by UCFA at their February 12, 2013 meeting.