UCFA
Minutes
Tuesday, November 9, 1999

Members Present: Berz, Martin; Dorr, Ronald; Flo, Gretchen; Gliozzo, Charles; Johnson, Shirley; Keith, Joanne; Li, Hairong; May, Wanda; Smucker, Alvin; Tims, Frederick

Ex Officio: Banks, Robert; Byelich, David

Other: Rubner, Michael; Zischke, Donna

The meeting was called to order at 1:10 p.m.

Approval of Agenda - approved.

Approval of Minutes - Minutes for Nov. 2, 1999 were approved.

Report from Personnel Subcommittee - Martin Berz, Chair

A subcommittee of UCFA met with the comptroller on the MSU travel policy. Three areas under development were reported:

1) Early next calendar year there will be a performance audit including a) evaluation of cluster travel agencies operations and b) survey of faculty for satisfaction with current policies and practices.

2) An informational index related to faculty handbook is being developed; would give a general, but brief overview of the information in the faculty handbook.

3) Web-based on-line reservation system is being developed with access to full array of travel agencies open for university travel.

The personnel subcommittee reviewed the reappointment/promotional/tenure document and sent it on to the Provost.

Update on the UCFA web site: Interactive site which allows others to post is being developed. UCFA agreed that when operational we will send the information to the faculty through the colleges. The personnel subcommittee chair will compose a memo to be sent to faculty.

Report from Budget Subcommittee – Rachel Schiffman, Chair. In the absence of the chair, the committee members present Nov. 2, 1999 reported that the committee had met with Pam Beemer for continuing update; the subcommittee reviewed the Caremark data and continued the discussion and implications given that the prescription drugs are higher than anticipated.

The meeting was adjourned at 1:50 p.m.

Respectfully submitted,

Joanne Keith

College of Human Ecology