The meeting was called to order at 1:05 p.m. by Chairperson, Melissa Crimp.

1. Approval of Agenda: The agenda was approved.

2. Approval of Minutes: The minutes of September 19th were reviewed, corrected, and approved.

3. New Business:

   The Appointment, Reappointment, Tenure & Promotion recommendations were discussed. There was some question, if unchanged, whether UCFA should necessarily have to review this every year, as it is “largely perfunctory”. A recommendation was made that perhaps it should be reviewed only when changes occur from the previous year. Paragraph 3, page 10, which reads “each basic administrative unit shall base its judgments on criteria an procedures that are clearly formulated, objective and relevant” was discussed. This is not up for review. There was some concern expressed that there is no template versus a set of guidelines of these principles in the faculty review document. This was referred to the Personnel Policy Subcommittee Agenda.

4. Reports from subcommittees:

   Personnel: Hairong Le reported for the personnel subcommittee. A survey was passed out on annual performance review. It was distributed and will be discussed and voted on at the next meeting.

   Paul Hunt will be available at the next meeting to discuss the copyright policy.

   Budget: Alvin Smucker, Chair. A pre-draft of a request to the Senate subcommittee was presented for review. Professor Smucker stated that today’s meeting will be heavily directed toward discussions with Keith Groty and Pam Beemer concerning the health care costs.

5. Old Business

There was some discussion of the outside work for pay document, copyright and the patent document, which was referred to the Graduate Council and to the Personnel subcommittee for them to determine what is deemed necessary to the Budget
subcommittee. Thus these three documents will have multiple referrals, primarily under the responsibility of the Personnel subcommittee.

Chuck Gliozzo then discussed a letter to the editor of the Lansing State Journal which pointed out that credit union members were asked if they would like to donate $1 to the Ralph Young Fund. There was some concern as to whether the Credit Union was specifically soliciting monies for one component of the University and not other areas. A question was raised regarding soliciting money for the library. An individual allegedly was refused this opportunity. It was moved and seconded that Chuck Gliozzo review this entire issue and report back to the full committee at the next meeting.

Alvin Smucker discussed the letter related to the faculty grievance official. The committee affirmed their position on this letter in subsequent discussion.

6. **The UCFA adjourned to subcommittees at 1:26 p.m.** The meeting was followed by an extensive presentation from Keith Groty and Pam Beemer.