Members Present: Mary Bresnahan, Jan Eberle, Charles Gliozzo, Michael Harrison, Cheri Johnson, Harry Perlstadt, Shawnee Vickery, Alice Whiren, Indrek Wichman, and Gwen Wyatt.

Ex Officio: Robert Banks, David Byelich.

Others: Michael Rubner, Donna Zischke.

Call to Order: Chairperson Gwen Wyatt called the meeting to order at 1:05 p.m.

Approval of Agenda: The boilerplate agenda to be used for the 2002-03 meetings was approved at the August 27, 2002 meeting.

Approval of Minutes: A motion was made by Dr. Perlstadt to approve the Minutes of April 15, 2003. Dr. Johnson seconded. The Minutes were approved.

Announcements:
- Dr. Wyatt presented a letter of support for contract negotiations addressed to Joseph Damore, Sparrow Hospital, and Marianne Udow, Blue Cross/Blue Shield of Michigan. She was asked to sign to demonstrate UCFA’s support. After discussion, Dr. Perlstadt made a motion to have Dr. Wyatt sign the letter; Dr. Vickery seconded the motion. Motion passed.
- Dr. Wyatt announced that Ms. Pam Beemer had been selected as the Assistant Vice President for Human Relations.
- Dr. Wyatt reminded the committee of the final regular meeting of this group on Tuesday, May 6, 3:00 – 5:00 pm in the Radiology Department conference room (162 Radiology Building). The Budget Subcommittee will also meet that day at 2:00 pm in room 162 Radiology Building, and interview Long-Term Care vendor #3.

Subcommittee Reports:

Personnel: Susan Melnick, Chair. Dr. Perlstadt reported on the Guiding Principles. After his presentation, the full committee discussed the document and made some changes to Principle 2, Arrangement of Outside Activities. They deleted “primary professional” and inserted “contractual,” and deleted “which is,” and “professional and scholarly.” The corrected Principle 2 now reads:

2. Arrangement of Outside Activities: Faculty members should honor their primary professional contractual obligations which is to the University. They are expected to arrange their outside activities so as to avoid conflicts with their professional and scholarly commitments to the University.
The motion was made that the UCFA adopts the “Guiding Principles to Address Conflicts of Interest and Conflicts of Commitment” in preparation for working on policies covering outside activities, outside financial interests, and their implementation procedures. These guidelines are also intended to cover any revisions to the existing copyright and patent policies. The motion passed. The **Guiding Principles** will be forwarded to the Provost.

Survey forms returned in the evaluation of the Faculty Grievance Official found that the users of the FGO office were well satisfied with the way their questions and/or concerns were handled. It was recommended that consideration be given to setting up and conducting the survey electronically from now on.

**Budget:**  *Shawnee Vickery, Chair.* Dr. Vickery will address the Academic Senate after our meeting today. She will speak about the recommendation by UCFA for a faculty salary increase of 3.9 percent for 2003-04.

The second Long-Term Care vendor interview will be conducted during the subcommittee’s meeting today. The third vendor interview will be on Tuesday, May 6, at 2:00 p.m. in room 162 Radiology Building.

The Formulary Committee met with the Caremark representatives Monday, April 21. It was an informative meeting for both groups. MSU is part of a consortium that deals with the pharmaceutical companies on the behalf of its members. It is very apparent that the communication lines need to be as direct and open as possible between MSU, their vendor, and the pharmaceutical companies.

**Old Business:** No old business was noted.

**New Business:** No new business was noted.

**Adjournment:** UCFA adjourned to subcommittees at 2:07 p.m.

Respectfully submitted,

Elva Boyles
Recording Secretary