University Committee on Faculty Affairs

MINUTES

Tuesday, October 21, 2003

Members Present:  Mary Bresnahan, Joyce Chai, Jan Eberle, Michael Harrison, Louis Hunt, Cheri Johnson, Cynthia McCluskey, Susan Melnick, James Potchen, David Solomon, Alice Whiren, 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 1:03 p.m.

Approval of Agenda:  The boilerplate agenda to be used for the 2003-04 meetings was approved at the August 26, 2003 meeting.

Approval of Minutes:  A motion was made by Dr. Potchen to approve the Minutes of October 14, 2003.  Dr. Melnick seconded.  The Minutes were approved.

Announcements:  
- Dr. Banks briefly presented sabbatical leave implementation issues, stating that an updated memo regarding this subject would be mailed soon.  The memo will emphasize sabbatical leave eligibility and reporting requirements, but does not represent a change in policy.
- Mr. Byelich discussed the packet he distributed to committee members.  He had also distributed the same packet in the Deans’ meeting earlier in the day.  The material was taken from the MSU website www.budget.msu.edu and concerned the 2003-04 state budget projections and how the university budget is affected.

Subcommittee Reports:  

Personnel:  David Solomon, Chair.  Dr. Solomon reported that the subcommittee had been reviewing and selecting questions for the FGO candidates.  They also had some discussion on the Guiding Principles Regarding Outside Activities and Financial Interest of Michigan State University Faculty document.

Budget:  Shawnee Vickery, Chair.  In the absence of Dr. Vickery, subcommittee members Dr. Harrison and Dr. Wyatt reported that Mr. Byelich distributed salary comparison information for their consideration.  They also discussed the salary cap, the part-time/full-time employment benefits, Athletic Council, the long-term care memo to the Provost, and the Health Care Spending Account.  The university, not IRS, sets the cap on this account of $3,000.  The pros and cons of raising the cap were explored.

Old Business:  There was no old business noted.

New Business:  As liaison to the Board of Trustees, Dr. Potchen stated that, in his opinion, the Board was well versed on the budget scenario.  When the opportunity presented itself, he
emphasized to Board members that the university faculty wanted to work with the Board whenever possible. He was very positive in his evaluation of the interaction he experienced.

**Adjournment:** UCFA adjourned to subcommittees at 1:34 p.m.

Respectfully submitted,

Elva Boyles
Recording Secretary