Members Present: Joseph Bonner, Howard Brody, Mei-Wei Chang, William Davidson, John Dirkx, Ross Emmett, Catherine Ernst, Michael Harrison, Thomas Mullaney, John W. Powell, Hayder Radha, Nicholas Revelos, John Sherry, and Sheila Teahan.

Ex Officio: Robert Banks, David Byelich.

Others: John Revitte, Donna Zischke.

Call to Order: Chairperson Ross Emmett called the meeting to order at 1:02 p.m.

Approval of Agenda: The boilerplate agenda used for the 2005-06 meetings was approved at the August 30, 2005 meeting.

Approval of Minutes: Dr. Powell made a motion to approve the Minutes of October 11, 2005 and Dr. Harrison supported. Dr. Sherry noted that one word was misspelled on the first page. The Minutes were approved as presented.

Announcements:
- Dr. Banks distributed copies of the report entitled *Historical Summary of Faculty and Academic Staff – HEADCOUNT – ALL FUNDS*. He explained the report’s purpose and how useful the information is.
- Dr. Emmett announced that Dr. Paul Rubin, representative to the Executive Committee of Academic Council for the University Committee on Faculty Tenure, will attend UCFA next week (October 25). He will discuss the document that was e-mailed to UCFA regarding the *Proposal to Increase the Tenure System Faculty*. Dr. Emmett must provide commentary prior to Academic Council prior to November 4.
- The MSU Board of Trustees meets this Friday, October 21, and Dr. Emmett will attend as UCFA liaison, and he will make a report on this next week.
- MSU will host a CIC Conference on Academic Governance November 4 and 5. Dr. Susan Melnick (UCFA co-chair last year) and Dr. Emmett have been asked to attend a session on Conflicts of Interest and Copyright Issues Saturday afternoon. Representatives from the Big Ten schools plus the University of Chicago will be attending the CIC Conference.

Subcommittee Reports:
- **Budget:** John Powell, Chair. Dr. Powell stated that the subcommittee discussed the new tuition
structures and their impact and also a brief discussion on alternate ways of funding and tuition hikes and their relevance to budgeting. All of these discussions are assisting the subcommittee to be prepared to begin reviewing the budget for the coming year. Today they will review some of the past guidelines regarding faculty rank within the Big Ten conference and the different issues that go along with that.

**Personnel Policy:** Sheila Teahan, Chair. Dr. Teahan reported the subcommittee is continuing to review the Outside Work for Pay document.

**Old Business:**
- Kristine Zayko, General Counsel Office, spoke with UCFA regarding the Social Security Number Privacy Policy. Ms. Zayko is the “point” person for following through on a new state law entitled the Social Security Number Privacy Act passed by the legislature in March 2005. The new law supposedly covers all aspects of social security number usage, but it is very confusing. It has many prohibitions, but it has about three times as many exceptions to the prohibitions as it has prohibitions. There is no legislative history on this statute and MSU is the first Michigan university to try to draft a policy for this new Act. This law will go into effect on January 1, 2006. One of the most difficult areas to protect will be the archived documents that presently contain social security number information. Any business using social security numbers will have to have their own policy on protecting that information. The Blue Cross/Blue Shield has just reissued their card to users and removed the social security numbers. Dr. Davidson made a motion stating that UCFA had received the information and had an opportunity to review it. Dr. Radha supported the motion. The motion carried.

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

Dr. Powell made a motion to adjourn and Dr. Mullaney supported. The motion carried.

**Adjournment:** UCFA adjourned to subcommittees at 1:48 p.m.

Respectfully submitted,

Elva Boyles
Recording Secretary