Call to Order: Chairperson Ross Emmett called the meeting to order at 1:04 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. Teahan made a motion to approve the Minutes of November 8, 2005 supported by Dr. Powell. The Minutes were approved as presented.

Announcements:  
- Dr. Banks distributed copies of the External Letters of Reference memorandum and gave a background explaining his request for UCFA (as well as the University Committee on Faculty Tenure) to review and give him commentary and advice by Tuesday, February 28, 2006. Currently, university policy, established ten or so years ago, recommended external reference letters for tenure system faculty reviews involving granting of tenure or promotion to full professors. Last spring’s survey of deans, directors, and chairpersons supported a change to requiring external reference letters for the above named actions. This policy change could be implemented for the 2006-07 academic year.
- Dr. Emmett reminded members to peruse the Fed Meeting in Chicago, 11/2/05 packet put together by Dr. Jon Sticklen, ECAC Chair.

Subcommittee Reports:  
- Budget: John Powell, Chair. Dr. Powell reported that he enjoyed the presentation by University Development on the Capital Campaign last Tuesday, November 8, very interesting and enlightening. The subcommittee continued to talk about salary and benefits packages, salary projections, variations in the cost of living index, and continuing to widen their knowledge base to be more prepared to work on budget during the spring semester.

Subcommittee Reports, continued  
- Personnel Policy: Sheila Teahan, Chair. Dr. Teahan reported that her subcommittee continues their review of the Outside Work for Pay policy. Ms. Kristine Zayko, Office of the General Counsel, is currently
drafting revisions to the current policy based on the subcommittee discussions. The Faculty Overload Pay policy will also be reviewed. Dr. Ian Gray will attend her subcommittee next Tuesday, November 22, to address the Faculty Conflicts of Interest policy.

Old Business: No old business was noted.

New Business: Dr. Dirkx made a motion that UCFA members should read through the External Letters of Reference memorandum and have a full group discussion during the meeting on November 22. Dr. Powell supported the motion. The motion carried.

Dr. Harrison made a motion to adjourn and Dr. Brody supported the motion. The motion carried.

Adjournment: UCFA adjourned to subcommittees at 1:35 p.m.

Respectfully submitted,

Elva Boyles  
Recording Secretary