Minutes of Faculty Association Meetings
2004-2005

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I. CALL TO ORDER
President Judy Solano called the meeting to order at 12:48 PM.

II. APPROVAL OF THE MINUTES
The minutes of the June meeting were approved as published on the web.

III. ANNOUNCEMENTS
Kathy Cohen announced that the new library hours are effective today. The library will no longer remain open after 11 PM, and will close at 6 PM on Friday and Saturday.

Neal Coulter said the people working on the new ERP system have worked very hard on a big transition, and it is a well-managed project.

IV. STANDING COMMITTEE REPORTS
Academic Programs Committee - Lisa Jamba-Joyner for Len Roberson
Lisa Jamba-Joyner said the committee has two information items in the packet, including the schedule of deadlines for next year. The committee meets on August 12.

Academic Standards Committee - Chip Klostermeyer
Chip Klostermeyer said the committee has one item on the agenda.

Adjunct Affairs Committee - Barbara Tuck
No report.

Budget Advisory Committee - Joyce Jones
No report.

Campus Technology Committee - Katharine Brown
Kathy Brown said the committee met in June with the college C-TECHs and ITS staff members, and the minutes have been sent for posting on the Web site. The next meeting is on July 7.

Faculty Affairs Committee - Elinor Scheirer
Ellie Scheirer said the committee did not meet in June, but will meet next on July 8.
Faculty Enhancement Committee - Russell Mays for Faris Malhas
Russell Mays reported as incoming committee chair that the committee has no summer meetings scheduled. He invited faculty to send suggestions to him or to Jace Hargis.

Nominations and Elections Committee - Yemisi Bolumole
No report.

Promotion and Tenure Committee - Elizabeth Furdell
No report.

Research Committee - David Lambert
No report.

Strategic Planning Committee - Steven Williamson
No report.

Support Services Committee - Robert Schupp
No report.

Executive Committee - Steve Shapiro
Steve Shapiro reported that the committee's next meeting is scheduled for August 17, at 12:15 PM.

V. SPECIAL REPORTS
President - John Delaney
John Delaney said administration and union discussions on the contract continue, and the negotiators hope to work out the major issues in the next week. Some elements will take time. The university's fundraising goal for last year was $8 million, and close to $8.7 million was raised. He complimented Institutional Advancement. Judy Solano introduced the new university provost, Gerry Giordano, on his first day at UNF. Gerry said he is honored to be in his new position, and he is looking forward to knowing faculty members.

Legislative Liaison Report - Janet Owen
Janet Owen said there is good news from the Board of Governors, who are developing their 2004-2005 budget request. Each university was asked what it would take to reach the upper quartile in faculty salaries. They will meet next on July 22 at UNF starting at 8 AM in the University Center. Judy Solano asked if the meeting agenda will be available. Janet said it would be. Steve Shapiro asked about athletic fees. John Delaney said the athletic fee bill has been signed.

United Faculty of Florida - Cheryl Frohlich
Cheryl Frohlich thanked John Delaney for helping to break a salary impasse in
the contract negotiations, and said the union supports merit and inversion/compression correction. An offer came in the form of an administrative Memorandum of Understanding, and the chief negotiator has laid out a process of negotiation. The 2000 model for inversion/compression was being used, and it included elements of merit. There is a need for equity in the model. The union is trying to protect faculty benefits and act quickly. The union will host a social for faculty on July 8 at Wackadoo's.

VI. QUESTIONS AND RESPONSES

Ellie Scheirer said the lighting in the garage next to the Fine Arts building has recently been reduced, and she asked the reason for the change. Shari Shuman said that the change was not intended and that she will check on the problem. Funds have been allocated in the budget for garage lighting improvements this year.

Chip Klostermeyer asked when agreement on salary is anticipated, especially regarding the base level of last year's salary on which increases for this year's promotions are based.

John Delaney said raises are being discussed separately from the rest of the contract, and retroactivity is undecided because some trustees do not support retroactivity. Eight percent over two years plus a $1500 bonus paid in December has been proposed.

Cheryl Frohlich said the union is working toward agreement on the 2003-2004 and 2004-2005 salaries, and she agreed the base needs to be addressed for figuring salaries after promotions.

Bill Slaughter asked when we will have authorization to hire needed new faculty.

John Delaney said the President's Office is ready for the hiring process to begin.

Joann Campbell said the deans have the numbers of positions designated to the colleges, and half of the lines are completely budgeted. The others are being done ASAP, and should be completed by Tuesday. The state has provided for UNF to hire eight faculty, but UNF has budgeted for about 25. John Delaney said the travel and conference fund and scholarships have been increased.

Ellie Scheirer said she would like clarification about the raise figures she has heard discussed.

John Delaney said the state capped salary increases, which affect salary above a certain level.

Ellie asked if the anticipated increases and bonuses will be pro rated.

Joann Campbell said the bonuses will not be pro rated. The bonuses will be $1000 from the state with $500 added from UNF. John said the legislature allocated $1000 pending contract agreement with the union, and then UNF bumped the bonus to $1500. Salary costs will rise 2%, but the actual cost varies by individual.

Steve Shapiro asked if salaries will not be agreed upon until other issues are agreed upon, or if the two issues are negotiated separately.

Cheryl Frohlich said the salaries are not tied to the other issues.

John Delaney said the administration requested to use the old contract, add raises, and then continue to negotiate the rest of the contract. Cheryl said the union does not need agreement on the other issues to settle salary. Some pay-related issues are tied to salary.
David Courtwright asked how salary can be separated from benefits, recognizing that there is a limited budget.

John Delaney said the administration risks that benefits may exceed the budget, and is willing to reach an MOU on salary.

Cheryl Frohlich said there are several components to pay, such as merit, evaluations, inversion/compression, and the source of the funds, but union members decided to agree to long term benefits rather than a blanket acceptance of the previous contract.

Judy Solano said she has received questions from faculty and administration asking why there hasn't been more interest among faculty in resolution of the contract. She encouraged faculty to continue this discussion at the union event on July 8, and to be active in discussions in the coming year.

An anonymous question was submitted about the recent notification that was received about the change of hours of the campus computer labs during the summer "intersession," although there is no break for C term students. Shari Shuman said ITS has become aware of the issue, and they will not reduce the summer hours in the future.

VII. LEGISLATIVE ITEMS

ITEM # 1 - FA 04-16: Submitted by the Academic Standards Committee

Proposed Revision to Policy for Dealing with Academic Misconduct

Chip Klostermeyer moved the item for the Committee. He explained the rationale for the item. Representatives from Student Government requested recognition so they could address faculty on the changes. Michael Kalil said the students agree with portions of the proposed changes. Student misconduct records are subject to the same restrictions as other academic records under the Family Educational Rights and Privacy Act (FERPA). Records may only be released by the registrar, and must be stored there. According to this proposal, six copies of misconduct records would be held in five different locations, in violation of regulation. After appeal, innocent students would still have records stored somewhere. Student Government requests a written opinion from the UNF Office of the General Counsel before passing the changes. Chip said faculty members will have copies of disciplinary actions they take, Academic Affairs or Student Affairs currently keep records for certain cases, and this proposal would require the advising office to keep records so repeated offenses would be known. The General Counsel's office has informally reviewed the proposal. The item passed.

VIII. INFORMATION ITEMS

Item # 1 Special Topics & Experimental Courses Policy
1
Item # 2 The Requirement of Course Outline for APC 1
2
Item # 3 Faculty Association 2004-2005 Schedule
3
Item # 4 Academic Programs Committee 2004-2005 Schedule
4

IX. ADJOURNMENT
The meeting adjourned at 1:28 PM.

Respectfully submitted,

_______________________
Catherine Cavanaugh, Secretary
March 3, 2005

Faculty Association

FACULTY ASSOCIATION MEETING
Minutes of Meeting
February 3, 2005

I. CALL TO ORDER
President Judy Solano called the meeting to order at 12:19 PM.

II. APPROVAL OF THE MINUTES
The minutes of the January 6, 2005 meeting were approved as published on the web.

III. ANNOUNCEMENTS
1. Dick Bizot introduced Meredith Morris Babbs, the Director of University Press of Florida. Ms. Babbs welcomed questions from the faculty. Will be available at 1:30 for a short meeting in the Faculty Commons. If unable to attend, there is a web-site: http://www.upf.com/index.shtml.
2. Joann Campbell announced the availability of the Caring Award and Caring Internship. Faculty are encouraged to share info with students.

IV. STANDING COMMITTEE REPORTS
Academic Programs Committee - Lisa Jamba-Joyner
Lisa Jamba reported the APC met this am in the Faculty Association Conference Room; next meeting: March 3 at 10:00 a.m. There is one information item on today's agenda.

Academic Standards Committee - John Cummings
Judy Solano reported for John Cummings: the committee is continuing to review the academic integrity code and the appeals process. The next meeting is scheduled for the week of February 14.

Adjunct Affairs Committee - Catherine Hough
Catherine Hough reported that the committee met online this month. The Provost will meet with the committee later this month.

Budget Advisory Committee - Paul Mason
Joyce Jones reported the committee met on 1/19/2005, and will meet again on 2/16/2005. Meeting days have changed due to schedules. Statistical report concerning FTE and funding data will be forwarded to Executive Committee.
Campus Technology Committee - Katharine Brown
Katharine Brown reported that the committee met 1/13/2005; the committee will participate in the development of the network acceptable use policy; next meeting is 2/10/2005. Minutes are posted on the web. One item is on today's agenda.

Faculty Affairs Committee - Elinor Scheirer
Ellie Sheirer reported the committee met on 1/13/2005, the committee approved a revision of the policy on student assessment of instruction (which is on today's agenda); and continues to review chapter 10.2 of the Faculty Handbook: Policy and Procedure for Dealing with Allegations of Misconduct in Scientific Research and/or Scholarly Activity. The revision will be put on the agenda of the March 3, 2005 Faculty Association meeting. There is one item on today's agenda.

Faculty Enhancement Committee - Russell Mays
Russell Mays reported a needs assessment is coming; please give lots of feedback.

Nominations and Elections Committee - Barbara Olinzock
Barbara Olinzock reported faculty are encouraged to participate in the nominations process. See hotline for available positions. Slate will be presented in March, elections conducted in April.

Judy Solano noted that Fac Assoc will no longer be responsible for electing and providing a Promotion and Tenure committee. Elections will be conducted by the UFF. Same applies for Sabbatical Selection Committee. There is one information item on today's agenda.

Promotion and Tenure Committee - Kathaleen Bloom
Kathaleen Bloom reported that the committee completed its work last Friday; letters have been sent to the individual faculty members. The committee will meet with Gerry Giordano next week.

Research Committee - David Lambert
No report

Strategic Planning Committee - Doreen Radjenovic
Doreen Radjenovic reported two members of committee met with representatives of the Board of Governors, staff and other interested parties to look at degree production and targets, and also look at models of costs of producing various levels of degrees in various departments. The committee met on 2/04/2005 to look at the strategic plan and focus on the continuous quality section. We will meet again 3/2/2005 to review the latest draft of the strategic plan document and make some suggestions.

Support Services Committee - Rama Rao
Judy Solano reported for Rama Rao that the committee has met twice since last Faculty Association meeting. They met with both the Division of Sponsored Research and with the Library. The next meeting of the committee is 3/1/05. One information item in today's packet.
Executive Committee - **Steve Shapiro**

Steve Shapiro reported that the committee's next meeting is scheduled for February 21, 2005, at 12:15 PM.

V. SPECIAL REPORTS

President - John Delaney

The President will be speaking for both himself and for Janet Owen.

Mr. Delaney reported 1. Anti-discrimination committee up and running; 2: PECO: we have a decent allocation, additional funds have been allocated. 3. BOG rejected the chiropractic school proposal for FSU. 4. We will not build out under the track stadium for health, but we will seek permission to add a wing addition to Brooks-Brown building (College of Health). Some funding allocated for a new education building. Operational funding: BOG requested $80,000,000 for new students. Even at that level, we are currently not being reimbursed for about 1000 students. The Governor proposed $20,000,000. Raise money, which formerly came from another pot of money, will now be provided by the individual universities under the process of devolution. The Presidents of the SUS and the Chair of the BOG will seek additional funding. The economy of Florida is growing. Lambda Rail has been approved by the Board of Trustees. I would like to thank Sharon Aston for "Ask UNF Expert" series on Channel 4. This has raised UNF's profile significantly. Projected enrollment next year: additional money will be requested for merit-based, as well as need-based scholarships. SATs and GPAs of new applicants rising; 4th in SUS for SATs and GPAs. Our goal: 3rd.

There seems to be a momentum in Union negotiations. Some key issues remain; assignments. My recommendation to the Board is that the raises be given retroactively. Union contracts will have to be ratified by Union and approved by Board. We seem to be experiencing healthy give and take. In response to a question from Judy Solano re: retroactivity of raises: This year's money will be made retroactive to beginning of August for this year. Last years funds not yet disbursed will also be made retroactive. The beginning of the year means the middle of August or early September.

Judy Solano added the following: 1) Judy and Kathy Cohen met with the Advisory Council of Faculty Senates, a group whose Chair holds a seat on the Board of Governors of the SUS. The issue of a chiropractic school at FSU was discussed. The BOG representative reaffirmed the BOG commitment to faculty input, noting that one of the weaknesses of the chiropractic proposal was that it did not come from the faculty, but came from the top down. 2) The statewide group is also very concerned about the wide disparity between the BOG budget recommendation and Governor's budget proposal. The group will explore how to educate the concerned parties re: the needs of the universities. 3) PECO: The same legislation that allowed St. Petersburg College (SPC) to award bachelor's degrees also allowed them to seek PECO funding. (This is not true of ALL community colleges). SPC submitted requests on the PECO list. Steve Uhlfelder noted that the BOG is not responsible for SPC. The BOG substantially reduced SPC's request.

Legislative Liaison Report - Janet Owen

Janet Owen was unable to be present. Mr. Delaney reported for Ms.
United Faculty of Florida - Cheryl Frohlich

Cheryl Frohlich confirmed with Mr. Delaney that the remaining raises from 04, and the proposed 05 raises will be retroactive to the respective academic year. Tenure Article has been tentatively approved by both parties. Procedures to safeguard faculty rights and provide for due process in tenure decisions have been written into the proposal. Each department will need to clarify what excellence in teaching, scholarship and service means to their discipline. There is a provision to extend the tenure process when a change in department chairs results in a negative tenure appraisal. Credited service when one is hired will be noted in the employment contract. "Coffee with Delaney" went very well. Future "Coffee with Delaney" sessions are scheduled Tuesday 15th 2-4 and Wed. March 16; April session will be a Tuesday or Thursday week of the 10th.

VI. QUESTIONS AND RESPONSES

1. **Anonymous**: As of Jan 26, the union web site reported that tentative agreement had been reached on only 9 of the 31 articles of the contract. Is the web site up to date? Is it true that we have agreement on only less than 1/3 of the articles in the contract?
   
   Cheryl Frohlich: More like 11 articles have been resolved; many of the remaining articles will retain current language; only 4-6 articles remain to be negotiated. Assignments, promotion, academic freedom and grievances are the major issues that remain to be negotiated.
   
   Judy Solano suggested that the articles that will continue the old language be clearly identified on the UFF website.
   
   Cheryl Frohlich agreed.
   
   John Delaney added: the hard ones already done, only couple of hard ones left.

2. **Steve Shapiro to Mr. Delaney**: How much is the university paying the outside bargaining consultant; how much is the university spending on the bargaining process (labor costs of UNF staff)?
   
   Outside lawyer: will provide amount; for university employees; the hours are included in their positions, but total hours will be made available.

3. **David Courtwright**: who gets to serve on P and T committee and the Sabbatical Selection Committee?
   
   Solano: you would have to read the article as laid out in the tentative agreement. Frohlich: virtually unchanged from what is currently described.
   
   Courtwright: then why the change in procedure from Faculty Association election to UFF election?
   
   Frohlich: It was felt that since the functions of these committees are being written into the contract, the Union should take over the election functions.

4. **Steve Shapiro**: Will all faculty members be eligible to serve and vote? Or only unit, or union faculty? Do you differentiate between the Union and the unit? Frohlich: will check the language.

5. **Ellie Scheirer: to Gerry Giordano**: What is the rationale for
combining the Dean of Graduate Studies and the Director of Sponsored research in same position?
Both the Dean's Council and a committee composed largely of faculty members recommended two separate full time positions. The funds are not available right now for two full time positions. The funds available for Sponsored Research were inadequate to support high-level candidates. Combined with the part time funds for Dean; felt that combining funds would be most appropriate. There are qualified assistants in both the Provost Office and the Division of Sponsored Research. Jim Collom recommended combining the positions, as his colleagues in the SUS have all been at the rank of Associate Provost or Dean.

6. **Scott Hochwald**: Why does the digital sign at the St. John's Bluff entrance not work? Should we fix it or knock it down?
**Shuman**: The sign will be knocked down.

VII. LEGISLATIVE ITEMS

*Item # 1- FA 04-25: Resubmitted by the Faculty Affairs Committee*

*5.2 (2) Student Assessment of Instruction*
*(Reference: Faculty Association Item FA 04-25)*

*Item moved:*
Discussion: Rasche pointed out a typo; on item "e", if a course consists of less than 10 students, can department direct that student assessment be conducted, even if exempt under the policy? Scheirer: it has been possible for departments to enact more stringent rules. Clifford: moves to object to consideration of the question, since it is on the bargaining table. (Solano points out that according to Canon's parliamentary procedures, the motion to not consider an item is not debatable, not amendable, must be decided). Clifford's motion seconded. Motion carried. Item will not be considered.

*Item # 2- FA 04-35: Submitted by the Campus Technology Committee*

*FA Bylaws Amendment 1st Reading:*
*Article VI - Committees Section 4.*
Will be voted on at the next Faculty Association meeting.

VIII. INFORMATION ITEMS

ITEM # 1 - Election of Nominations and Elections Committee
ITEM # 2 - APC 2 (Minor) Approved By Academic Affairs
ITEM # 3 - Division of Sponsored Research and Training Information

IX. ADJOURNMENT
The meeting adjourned at 1:09 PM.

Respectfully submitted,

Katherine M. Robinson,
CALL TO ORDER
President Judy Solano called the meeting to order at 12:18 PM. There was a moment of silence out of respect for Representative Tillie Fowler and her family.

APPROVAL OF THE MINUTES
The minutes of the 2/05/2005 meeting were approved as published on the web.

ANNOUNCEMENTS
No announcements.

STANDING COMMITTEE REPORTS

Academic Programs Committee - Lisa Jamba-Joyner
Lisa Jamba reported the committee met this AM. The next meeting is scheduled for 4/7/2005; three items are on today's agenda.

Academic Standards Committee - John Cummings
John Cummings reported committee met on 2/18/05; Kim Luther and Karen Reedy discussed drop-add policies and procedures; the committee reviewed the policy and will recommend to the Executive Committee that the current policy is explicit as stated and should be enforced. Katharine Brown has asked the committee to address plagiarism. Kathy Hassal from the Writing Center will join us to present some conceptual solutions for an institution wide approach to this problem.

Adjunct Affairs Committee - Lee Richardson for Cathy Hough
Lee Richardson reported that the committee met last week with Gerry Giordano. A copy of last year's Adjunct Affairs Committee recommendations were shared with him. Next meeting is scheduled for 3/15/2005.

Budget Advisory Committee - Paul Mason
Paul Mason reported that there is an information item in today's packet (Comparative SUS data). Next meeting will be in April.

Campus Technology Committee - Katharine Brown
Katharine Brown reported one item on agenda. Next meeting: 3/9/2005 at 10 AM.

Faculty Affairs Committee - Elinor Scheirer
Faculty Association Committee Minutes

Kathy Cohen reported for Ellie Sheirer: revisions complete on Academic Misconduct Policy, will pass it through the University’s general counsel, and hope to have it placed on the April Faculty Association agenda. Approved honorary degree for Dave Brubeck. (The degree was awarded at his concert last month). Academic compacts will be discussed at the March 10, 2005 meeting.

Faculty Enhancement Committee - Russell Mays
Russell Mays reported open-ended faculty needs assessment survey is being developed. Faculty are encouraged to submit nominations for the Faculty Fellow Program; faculty should also consider participating in the BUILD program, designed to enhance faculty teaching/learning skills. Next meeting will be 3/14/2005.

Nominations and Elections Committee - Barbara Olinzock
Judy Solano yielded the floor to Barbara Olinzock. Most positions have nominees; additional nominations were solicited from the floor. Nominations can be received until 3/10. No additional nominations were received from the floor for the Academic Programs, Academic Standards, Adjunct Affairs, Budget Advisory, Campus Technology, Faculty Affairs, Faculty Enhancement, Research Committee, Strategic Planning, Support Services committees. Nominations received from the floor for University Committees were as follows: Judy Rodriguez Food Service Advisory; Aaron Sheehan-Dean and John Maraldo for the General Education Council; No nominations received from the floor for Book Store Advisory; Budget Allocation; Student Conduct Board; Equal Opportunity and Diversity; University Appeals Committee; No nominations were received from the floor for the Parking Advisory, Parking Appeals; University Technology Committee; Space committee, Intercollegiate Advisory Committee, Sick Leave Pool Committee. Corrections to ballot: Betty Nies is from English, not from the library. Michelle DeDeo switched from at large to COAS; Corrections will be made. Elections 4/7-4/8/2005 following meeting and continuing at faculty commons. Floor returned to Judy Solano.

Promotion and Tenure Committee - Kathaleen Bloom
Kathaleen Bloom reported that the committee has completed its work for 2004-2005. Committee recommendations were as follows:

- Applications for tenure only: (1); recommended favorably by the committee.
- Applications for promotion to Associate Professor only (2); both applicants recommended favorably by the committee.
- Applications for promotion to Associate Professor with tenure: (12); 11 candidates were recommended for promotion with tenure; one was not.
- Applications for promotion to Full Professor: (3); All three candidates were recommended for promotion.

The committee forwarded 17 affirmative and 1 negative recommendation to the Provost. The Provost concurred with the Committee’s recommendations.

Research Committee - David Lambert
No report

Strategic Planning Committee - Doreen Radjenovic
No report

Support Services Committee - Rama Rao
Rama Rao reported: The committee met on March 1st. Vince Smythe, Director of Auxiliary Services was our guest. The next meeting is scheduled for April 5th.

Executive Committee - Steve Shapiro
Steve Shapiro reported that the committee's next meeting is scheduled for March 15, 2004, at 12:15 PM. Thanked IT for Spam Blocker software. Those present applauded.

V. SPECIAL REPORTS

President - John Delaney
Mr. Delaney reported topic in last faculty coffee. The topic of Civility/Lack thereof came up during one of the recent coffees. We, as a University Community, may need to consider dialog on the tone of communication between and among members of the university community.

Legislative Liaison Report - Janet Owen
Janet Owen reported that the 2005 Legislative Session begins next Tuesday, March 8th. Much of the State University System’s lobbying efforts will be to move enrollment growth funding from the Governor’s recommendation of $20 million toward the Board of Governor’s request for $78 million. With regard to new construction projects, UNF is going in to the session with strong recommendations to fund: the balance needed to complete the Health Professions Facility; planning money for the new education building; and increased funding for infrastructure needs. UNF seeks additional PECO appropriations for the purchase of the Tech Park and for classroom expansion and renovations, which would include a "one stop shop" for student services. Ms. Owen also discussed the state university system governance bill that has been filed in the House and its implications. This bill attempts to divide the constitutional duties and responsibilities of the Florida Board of Governors and the Legislature. She also discussed a bill that seeks to provide an "academic bill of rights."

United Faculty of Florida - Cheryl Frohlich
Cheryl Frohlich reported last Tentative Agreements have been posted on web. Latest: Academic Freedom. During bargaining next Monday (3/7/2005), hopefully we reach agreement on the article on promotions at that time. Salary step program for instructors will be discussed as a separate item. Coffee with Delaney going well; 3/16/2005 is the next scheduled date. Elections for union members Monday and Tuesday.

Special Report by Shari Shuman re: Payroll issues:
Be aware that not only has a new payroll system been implemented; but a new payroll office has assumed functions previously performed by the state, and the state has privatized health insurance management to Convergys. All these changes are bound to create some difficulties. Ms. Shuman explained and updated many of the problems with the Banner implementation.

VI. QUESTIONS AND RESPONSES

1. To Shari Shuman: Michelle DeDeo: Tax-deferred and medical accounts seem to have been corrected, but the pay stub online is not detailed enough to use for things like mortgage applications.
Shuman: This type of stub will be available shortly.
2. **Cheryl Frohlich:** Raised issues with health insurance, including lapses in coverage.
   Shari Shuman: many of the problems were related to the Convergys changeover, and have been resolved. Contact Shari directly with any continuing problems related to health insurance. These issues will be resolved.

3. **Katharine Brown:** How can we confirm receipt of funds that have been withheld have been posted appropriately?
   Shari Shuman: we have contacted each vendor, and they have assured us that the funds are being posted to the appropriate accounts.

4. **To Mr. Delaney: (Anonymous):** My understanding is the Jacksonville Economic Development Council (JEDC) created the Research and Development Authority (RDA) to preside over the sale and development of land that was set aside for the proposed research park. From the beginning the University has provided staff support to the RDA by having one of our employees serve as Executive Director. You have indicated you do not believe it is in the best interest of the University to sell off any more of the land. This being the case, what is the status of the RDA? Does it continue to function and do we continue to provide staff support? If so, what is the purpose? Wouldn't we be better served by redeploying the staff support we are providing to the RDA?
   Mr. Delaney: The RDA is responsible for the disposition of the land in the tech park. They are still in operation, they were created by a combination of statute and ordinance. They are currently involved in a lawsuit re: a discrepancy in a land sale. When land purchase is complete by the state, RDA will probably be dissolved. They still have a lot of work to do.

5. **To Janet Owen:** Steve Shapiro: Does the PECO list include Tech Park?
   Janet Owen: Yes, under land acquisition.

**VII. LEGISLATIVE ITEMS**

Item # 1- FA 04-35 : Submitted by the Campus Technology Committee
FA Bylaws Amendment 2nd Reading: Article VI - Committees Section 4.
Item moved. No discussion. Item passed.

Item # 2- FA 04-36: Submitted by the Academic Programs Committee
COAS - New Courses, Program of Study (10 items)
Item moved. No discussion. Item passed.

Item # 3- FA 04-37: Submitted by the Academic Programs Committee
COEHS - Program of Study (1 item)
At the request of the Department, the Item is withdrawn by APC

Item # 4- FA 04-38: Submitted by the Academic Programs Committee
COH - New Degree Program Request: Proposal To Transition from MPT to DPT (Doctor Of Physical Therapy).
Item moved. Item reviewed by John Cummings. No discussion. Item passed.

**VIII. INFORMATION ITEMS**

Item # APC 2 (Minor) Approved By Academic Affairs
1 -

Item # Faculty Association Standing and University
2 - Committees

Item # BAC Report FTE Funding 10 Years Comparison of
3 - SUS Institutions

IX. ADJOURNMENT

The meeting adjourned at 1:07 PM.

Respectfully submitted,

Katherine M. Robinson,
Secretary, Faculty Association
Faculty Association Committee Minutes

November 4, 2004

FACULTY ASSOCIATION MEETING
Minutes of Meeting
October 7, 2004

I. CALL TO ORDER
In the absence of President Judy Solano, Vice-President Steve Shapiro called the meeting to order at 12:17 PM.

II. APPROVAL OF THE MINUTES
The minutes of the July meeting were approved as published on the web.

III. ANNOUNCEMENTS
Lynn Brown (Associate Director of Annual Giving) discussed participation in the Faculty-Staff Drive to support the UNF Annual Fund. A link is available on the Faculty Staff Drive web page (http://www.unf.edu/development/annualfund/faculty.html) for you to make a contribution. Prizes are available to participants in the Faculty Fund drive. Dr. Chally asked if COH Faculty who made their contributions earlier this semester will be eligible for the prizes, Ms. Brown assured that they would be eligible.

Marianne Jaffee reminded the faculty that summer research, teaching, proposal development and trustee initiative, can be forwarded to Academic Affairs by 5:00 p.m. Monday, October 11, 2004. In addition to the 10 faculty research grants being awarded, an additional 4 grants are available for new full-time tenure-track faculty hired since the Fall of 2003. New Faculty grant application deadline has been extended for an additional two weeks, will be due 10/25/04.

Steve Shapiro: Outstanding Undergraduate Teaching awards nominations are due 10/20/04.

Jeanne Middleton: (Alumni Services): announced the annual Family Weekend at UNF October 22-24, 2004. Faculty are encouraged to attend. Brochures were also circulated. Steve Shapiro announced that Fall Convocation will be Friday, 10/15/04 at 11:00 p.m. The Outstanding Professor will be recognized at this convocation.

Steve Shapiro recognized, for the association, the services of Cathy Cavanaugh as the Secretary of the Association for the last two years. A plaque of appreciation was presented. Jason Mauro, College of Arts and Sciences Faculty Meeting will be held one week from today (October 14. 2004).

IV. STANDING COMMITTEE REPORTS
Academic Programs Committee - Lisa Jamba-Joyner
Kristin Webb (for Lisa Jamba-Joyner) noted that there is a minor error on FA 04-20: on page 14, item 185, course listing needs to be changed from PHC 5XXX to PHC 6XXX. APC has four items on today’s legislative agenda. Programs of Study for APC 3s are published on APC Web site. All are reminded that the catalog deadline October 20 and 27, 2004. APC will meet Nov 4 and Nov 10
from 10a-12p in the Faculty Association Conference Room.

Academic Standards Committee - John Cummings
John Cummings reported initial meeting was cancelled because of the closure of the campus; the next meeting is scheduled for October 18.

Adjunct Affairs Committee - Russ Turney
Russ Turney reported that a contact letter will be distributed to all Adjunct and Part-time Faculty.

Budget Advisory Committee - Paul Mason
Paul Mason reported will meet October 14, 2004 at 10:00 a.m. We will start salary equity study, comparing our university to other universities considered our peers or our aspirations.

Campus Technology Committee - Katharine Brown
Katharine Brown reported meeting minutes are available on Web. Tumbleweed (Anti-spam product) will be available by the end of this semester or the beginning of the next. Keep eye out on Campus Update for further information. Four additional rooms have been converted to technology classrooms, 2 in bldg. 39, and 2 in building 3. The next meeting will be 10/12/04 at 3p.

Faculty Affairs Committee - Elinor Scheirer
Ellie Sheirer reported the committee met on 9/16/04; two items are being prepared for the November Faculty Association agenda: The first is a modification of the criteria and processes for the Outstanding Teaching award, the second, will clarify the shift from the SSUAI to internal instructional evaluation forms (ISQ). The committee will meet next Tuesday (10/12/04) at noon. (Day changed to accommodate Faculty Meeting of the College of Arts and Sciences).

Faculty Enhancement Committee - Russell Mays
Russell Mays reported meeting held in September, and will continue to meet every month. The committee will send out request to help serve as reviewer for teaching grants. Faculty are encouraged to take advantage of the organized classes and the individual assistance offered through the Office of Faculty Enhancement. We will also ask for suggestions for workshops OFE (needs assessment) for this year and next.

Nominations and Elections Committee - Barbara Olinzock
Barbara Olinzock reported the committee met on 9/30/04. Preparing elections for nominations and elections committee. See packet for available positions. Forward nominations to the committee before October 29, 2004 so a ballot can be prepared. Elections will be conducted immediately following the November Faculty Association meeting and on Friday, November 5, 2004. Additional nominations can be made from floor during Faculty Association meeting.

Promotion and Tenure Committee - Kathaleen Bloom
Kathaleen Bloom no report; no meeting until dossiers have been submitted to committee in December.
Research Committee - David Lambert
David Lambert commended Marianne Jaffee for summarizing the deadline changes for summer grants. Emphasized that chair person's evaluations will assume more importance during this year's reviews than in the past. The reviewer form has been simplified. Forty faculty members served as reviewers last year, the committee encourages those who have not reviewed before to participate in this process.

Strategic Planning Committee - Doreen Radjenovic
Doreen Radjenovic reported 9/22/04 and discussed possibly developing guidelines for implementation of academic learning compacts. There has been no decision on whether the committee will assume that task. The next meeting is scheduled for 10/13/2004.

Support Services Committee - Rama Rao
Rama Rao reported the committee met last Tuesday (10/5/2004) , but there was no quorum. The committee had invited Vince Smyth to the meeting. He was in attendance and gave the members present an update on the Support Services under his charge . Next meeting is scheduled for the Tuesday before the Faculty Association Committee meeting (11/2/2004). If you have any concerns with support services, please contact a member of the committee.

Executive Committee - Steve Shapiro
One item on the agenda. Steve Shapiro will speak to the resolution at the appropriate time. Steve Shapiro reported that the committee's next meeting is scheduled for 10/19/2004, at 12:15 PM in the Faculty Association Conference Room.

V. SPECIAL REPORTS
President - John Delaney
Mr. Delaney reported that we will be reviewing and updating master plan; notices requesting inviting input and review will be sent out shortly. Focus groups have been meeting concerning the Master Plan. Faculty input is critical to this process. Our new facilities planner coming on board 10/18/2004. He has experience at the University of Washington and Dartmouth, and has experience building "green buildings." Union Negotiations: we have had some 30 sessions with faculty union; other two campus unions were resolved in about 10 sessions. We have offered to take up the old contract, and continue to negotiate on some of the new factors that the union leadership wants to consider; we offered the old contract with money, union declined; last offer on salary 6% + 1500 in December (when you take last years and this years, this is the highest of any recommendation in the state.) We want a contract faculty is satisfied with. We do have some philosophical differences with the union leadership; those are the things that are tying up the process. The Promotion and Tenure process, for example, is obviously embedded in the Faculty and through the Faculty Association. We believe referencing that in the contract is OK, but that it would not be appropriate to have a second stop on reviewing whatever rules and policies the faculty wants to adopt. It is basically a philosophical issue. Both sides have been working very, very, hard; between mid-August and mid-September there were seven sessions that went on, including one or two that had to be cancelled as a result of the hurricanes, but we still have a ways to go. It is important to me that you are satisfied with the
contract, and with what you are getting, and as we manage the budget, try to deal with salary issues that you all are facing now. We want to move those numbers to the highest level we can and not bankrupt the place.

**Legislative Liaison Report - Janet Owen**

Janet Owen reported there may possibly be two special sessions of the legislature, one dealing with hurricane recovery issues and the other with the implementation of universal pre-pay, which is supposed to be implemented by the 05-06 year. Not clear yet whether funds that would have come to us will be diverted for hurricane efforts. It's too early to tell. We [Florida] have been above estimations in revenue, but will probably suffer a dip in tourism, which will then come back up.

BOG will meet at the New College in October (September meeting was cancelled). Priority list for building projects for state universities will be discussed at that time. The thought is that the list will first be put forth as if there were no hurricanes, and then necessary modifications can be made. Gov Bush called a meeting last Monday (10/04/04) with chairs and other representatives of University Boards of Trustees. He would like up to support academic learning compacts and block tuition, as well as raise tuition.

On Monday, 12/13 research Vice-Presidents and directors of the 11 universities will meet and discuss proposed system wide research projects for 2006-2007. Consider how your research might be included. We have been very successful in partnering with Research 1s.

**United Faculty of Florida - Cheryl Frohlich**

Cheryl Frohlich has submitted the following written summary of her comments: Although what happens here at UNF in bargaining belongs to us, it is occurring in a context that is statewide and some of the "things" that have been occurring statewide, have occurred here at UNF.

**First,** with the decision to decentralize and abolish the Board of Regents, the universities were given the title of "body corporate." (Is that the correct title, Janet [Owens]?). This new designation (body corporate) was an attempt by the state to not recognize the UFF as the legal bargaining agent for faculty "wages, hours, and terms and conditions of employment." In the Fall of 2002, UFF was informed by each university that since the state opinion was that the 11 universities were not successor employers, faculty no longer had a union to protect their rights or bargain their "wages, hours, and terms and conditions of employment." All eleven universities had to begin the process of recertification. Authorization cards requesting UFF to be their legal representative were distributed on each campus to in-unit faculty. The UNF-UFF chapter with very limited manpower was able to reach and have 63% of the bargaining unit sign cards and authorize UFF to represent them.

**Secondly,** as across the state the recertification process was an overwhelming success for the union and faculty, the various Administrations began to put forth delay tactics in the process of verification of the cards’ signatures. Here, at UNF, after the Administration employed these delay tactics and refused to begin the process of verifying the signatures on the authorization cards, the union was able to get on the Board of Trustees agenda in which it presented its view of the purpose of a union and to request the union be recognized. The view of a union was that a union had a three part purpose: (1) protect the rights of faculty and ensure collegial governance, (2) work with the Administration to ensure an environment conducive to faculty productivity in their research, instruction, and service, and (3) represent faculty in grievances and work to correct any improper behavior on either side. The Authorization cards which explicitly stated the UFF as the legal agent were read verbatim to
the Board. Immediately following on the agenda were two administrators who testified that the Authorization Card that I had just read to the Board of Trustees did not list UFF as the legal representative but was only an indication that faculty wanted a union. The final result of that Board of Trustees meeting was that the Administration was directed to begin verifying signatures and as a result the United Faculty of Florida was certified as the legal representative of faculty at UNF for "wages, hours, and terms and conditions of employment" The recertification was in the Spring of 2003. Delay tactics by various administrators delayed and denied faculty the right to come to the bargaining table from the Fall of 2002 to Spring 2003 (The contract expired in January 2003).

Third, once the tactic of denying faculty their legal representative failed, statewide delay tactics where instituted in the Administration delaying in coming to the bargaining table. At UNF, the Administration refused to meet to discuss pre-bargaining procedures until the Fall of 2003 and did not come to the table until October 2003. To be absolutely fair, this delay by the Administration may have been due to the change in Presidency.

Fourth, once the various Administrations came to the table to bargain, their strategy was to cut the existing contract down to a meaningless document. Here, at UNF, the Administration presented the UFF team with, I believe, approximately 27 pages completed with a few articles to be drafted, to replace the approximately 95 type-set pages of the old contract.

Look at their initial proposals and you will find such things as:

You have class Mon / Wed and you do not come to school until Monday of the next week because you are working at home, you have been gone for 4 calendar days and you have abandoned your job.
You have written or are writing a textbook or any creative work or patent, it belongs to the University and they will decide what portion of the royalties (if any) you will receive.
The union has written language that in promotion and tenure, merit criteria, and summer assignments, the departmental faculty will develop these and they will be embedded in departmental bylaws. For the first time, faculty would be able to develop these and make those criteria meaningful because they would now be grievable. But we need them to be not suspendable or alterable except by faculty with a designated approval time by the Administration.
Current bylaws are not grievable. They are suspendable and they have been suspended, here, at UNF. The union has been fighting at the table for your rights!
As to procedure for promotion and tenure, etc., we asked Judy Solano, the Faculty Association President, to our planning meeting and reviewed articles she wanted to review. We deleted language she did not want and we added language in the Promotion and Tenure articles she felt was needed. What other union in the state or the nation asks another organization to their negotiation planning meetings and deletes language and adds language the other organization wants. How more collegial can you be? What more do you want from us?
Fourth, statewide there has been an attempt to "divide and conquer" by trying to play the University Senates (only faculty can be members) or Faculty Associations (both Faculty and some Administrative lines are members) against the union. This has failed at every other university and no such resolution as we see being presented on the floor today has even been contemplated on any campus. In fact, at the monthly meetings of the Presidents of these Senates (and our Faculty Association), this body has invited and requested the state President of UFF to attend. They see a strong need for a united stance and front at this very critical time.
Fifth, the statewide strategy of the Administration teams has been to delay coming to the table. Here, at UNF, we have only met 18 times in 11 months. We are encouraged that the Administration has agreed to meet 18 times between late September and the end of December. There have been movements on both sides and we hope this continues.

Finally, as a united body we will be able to settle this contract soon! But, if we are divided, then a settlement takes much longer. Thank you.

Library Advisory Committee - David Courtwright
David Courtwright will report at next meeting.

VI. QUESTIONS AND RESPONSES

No questions from floor
Three anonymous questions; two to President of Union, and one to Administration:
Cheryl Frolich asked to address both [Union] questions together.

Question 1:
The question praised the August 17 MOU that awarded increases to newly tenured and promoted faculty, but asked, what of the rest of the faculty? Doesn't the Union represent ALL faculty, not just those recently tenured and promoted?

Cheryl Frolich has supplied the following written summary of her comments:
Question pertaining to spending a month on bargaining the MOU (Memorandum of Understanding) on promotion raises, recognizing that we represent all faculty, and regarding delays in bargaining the contract and salaries:
First, the union presented the MOU on promotion at the bargaining table, and we settled it in a day [in fact, in a few hours], not a month. Secondly, we secured an effective 12.75% raise for promotion, in contrast to the historical raise of 9%. This is also thanks to the Administration's willingness to agree on this question.

Representing all faculty: I think I've already answered that question [in the union's 10 minute presentation (October 7, 2004)]. We have involved the Faculty Association's President, rendered faculty surveys to all in-unit faculty members on campus issues relative to bargaining, held socials open to EVERYONE, and I have answered all e-mails sent to me. These e-mails have often resulted in a series of e-mail exchanges in which views were exchanged. We certainly try to listen and consider all views.

Delay in contract and salary: We are working actively and have always been and will always be willing to come to the Table to negotiate---it takes both sides to reach a settlement. The delays have already been outlined in my presentation [October 7, 2004].

Question 2:
The second question quoted the faculty handbook with regard to the requirements for obtaining ISQs. The questionnaire was particularly concerned with the option of tenured faculty to obtain ISQs in all classes during only one semester during the evaluation period, while non-tenured faculty have to obtain ISQs for every class, every semester. The questionnaire was concerned that tenured and non-tenured faculty were being held to a different standard.

Cheryl Frolich has supplied the following written summary of her comments:
Although I certainly agree that all faculty should be held to the same standard, the language that requires tenured faculty to administer student surveys only
one semester during the evaluation period is old language and is currently in
the contract and the Faculty Handbook. We have discussed at the Table the
idea that all faculty must render surveys in all classes, but both sides agreed
that the existing language would be best for now. There are some schools, such
as COBA, that, for accreditation reasons, require faculty to render surveys in all
classes and every semester. What is new in our proposed contract language is
what is referred to in the third paragraph of the anonymous question,
specifically that surveys would not be required in classes of 10 or less because
the results are not statistically valid. In fact, Steve [Shapiro] pointed out that it
should not be 10 enrollments but 10 respondents, which is absolutely correct.
This leads us to the other anonymous question---and the fact that we do
indeed consider all faculty opinions, whether they are members or not.

The third question is directed towards administration. The long
question was summarized by the questioner:

The overall question is this:
May we know exactly how much money is being spent on these retreats, and-
especially given that resources genuinely are limited---may we know how the
university justifies the unnecessary cost of doing its business off campus, at
luxurious private clubs?

Mr. Delaney responded.
We will continue to conduct retreats off site, once or twice a year. The
environment is a easier and healthier way to go. We have obtained substantial,
substantial discounts for facilities. We do watch our dollar very closely. To
Cheryl: Correct me if I am wrong, but I don't think you meant to say that we
are trying to take away rights of the faculty, with regard to promotion and
tenure. We are down to drafting what these things mean. We believe that the
way faculty association has handled merit and P and T has worked very well,
and we are willing to codify that in the contract. We believe that merit
decisions should be made by the department, and we want to codify it. That is
where some of the tension is. With regard to funds, obviously the number we
submitted can be divided a number of different ways...how much to merit, how
much to across the board, how much to compression and inversion. This is
what is being negotiated now. Clearly, we could have a contract if we signed off
on the last union proposal, or if was signed off on the last administration draft.
We are trying to get the balance. A faculty member pointed out that Mr.
Delaney had not answered the original question about the cost of the retreats,
he replied that he could get this information, and that he had answered the
justification.

VII. LEGISLATIVE ITEMS
Kristin Web moved that the legislative calendar be reordered by moving Agenda
Items 2-5 to the top of the list. The motion was seconded. Approved
unanimously by voice vote.

Item# 2 - FA 04-18: Submitted by the Academic Programs Committee
COAS New Courses, Course Changes, Program of Study Changes (35 items)
Kristin Webb moved the item for the committee. No discussion. Approved.

Item# 3 - FA 04-19: Submitted by the Academic Programs Committee
COEHS Program of Study Change (1 item)
Kristin Web moved the item for the committee. No discussion. Approved

Item# 4 - FA 04-20: Submitted by the Academic Programs Committee
COH New Courses, Course Changes, Program of Study
Changes (35 items)
Kristin Webb moved the item for the committee. No discussion, approved
Item # 5 - FA 04-21: Submitted by the Academic Programs Committee
Honors, new course
Kristin Webb moved the item for the committee.

Item #1 - FA 04-17: Submitted by the Executive Committee
Since Item #1, FA-04-17 was submitted by the Executive Committee, Steve Shapiro relinquished the gavel to Charles Winton for the discussion of the Executive Committee Resolution.
The resolution was moved by Steve Shapiro; the motion was seconded, and carried. Chip Klostermeyer then moved that only in-unit faculty be allowed to vote on this resolution, to avoid the appearance of an unfair labor practice. Steve Shapiro amended the motion to allow anonymous balloting immediately after the meeting and in the Faculty Association Office 10/8/04 from 9:00-3:00. The amended motion carried with only one nay vote. Concerns re: an in-unit faculty printout and an all-faculty announcement were discussed and resolved. The location of the Faculty Association Office was described for the membership.
Vigorous discussion followed. Steve Shapiro, Chip Klostermeyer, and Chris Rasche all spoke in support of the resolution. Shira-Schwam-Baird, Cheryl Frolich, Jason Mauro and Tayeb Giuma all spoke in opposition to the resolution. A motion was made to extend discussion by 5 minutes (a class is scheduled in this room at 1:40); the motion was seconded and approved. Vickie Stanton, Cynthia Jordan and Shira Schwam-Baird all spoke in opposition to the resolution.
Lynn Woolsley invited comments from administrators who have been excluded from the election. Gary Fane responded that it is in the best interest of everybody to continue the processes of faculty governance that have been built up over the years. He did decline to speak to the vote, itself.
Addendum: Following the election, the resolution, FA 04-17 was defeated. (62/42).

VIII. INFORMATION ITEMS

Item # 1 Election of Nominations and Elections Committee
Item # 2 APC 2 (minor) Approved by Academic Affairs

IX. ADJOURNMENT
The meeting adjourned at 1:38 PM.

Respectfully submitted,

_______________________
Katherine M. Robinson, Secretary
Faculty Association

May 12, 2005

FACULTY ASSOCIATION MEETING
Minutes of Meeting
April 7, 2005

I. CALL TO ORDER
President Judy Solano called the meeting to order at 12:15 PM.

II. APPROVAL OF THE MINUTES
The minutes of the March 3, 2005 meeting were approved as published on the web.

III. ANNOUNCEMENTS
No announcements.

IV. STANDING COMMITTEE REPORTS

Academic Programs Committee - Lisa Jamba-Joyner
Lisa Jamba reported the committee met this am; next meeting is May 5, 2005. The committee continues to try to streamline the APC process and is in the process of revising the forms and procedures. Please contact your college representative if you have any comments or concerns re: the process. An online tracking system has been developed for the APC process. The APC 1 is currently on line. A pilot study was successful. Users will be able to track the process of their APC 1s through the approval process. The goal is to automate the APC process, possibly next year.
There are four items on today's legislative agenda.

Academic Standards Committee - John Cummings
John Betty reported that the committee continues to discuss issues re: plagiarism.

Adjunct Affairs Committee - Cathy Hough
Cathy Hough reported there was no quorum present at last meeting, no report.

Budget Advisory Committee - Paul Mason
Paul Mason reported Joyce Jones met with Ricky Arjune for a very informative meeting. Will meet with Joann Campbell next.

Campus Technology Committee - Katharine Brown
Katharine Brown reported next meeting is 4/14/05; current minutes are posted on web.

**Faculty Affairs Committee - Elinor Scheirer**
Ellie Sheirer reported the committee met March 10; two items on agenda. A committee is now working on the UNF history and archives project. The committee is discussing academic learning compacts, but recognizes their development belongs to the colleges and departments.

**Faculty Enhancement Committee - Russell Mays**
Russell Mays thanks individuals who have already responded to the Faculty Needs Assessment. Those who have not completed the survey are encouraged to do so. Copy attached.

**Nominations and Elections Committee - Barbara Olinzock**
Barbara Olinzock reported vote will be finalized tomorrow afternoon. Elections will be held today and tomorrow.

**Promotion and Tenure Committee - Kathaleen Bloom**
No report-work of the committee is completed.

**Research Committee - David Lambert**
David Lambert reported comm. Participating in search for Associate Provost for Research/Dean of Graduate Studies position. The committee will meet next Tuesday.

**Strategic Planning Committee - Doreen Radjenovic**
Doreen Radjenovic: No report, no quorum at last meeting.

**Support Services Committee - Rama Rao**
Rama Rao reported met 4/5; spoke with Richard Crosby and Zak Ovadia re: classroom availability and utilization. Next meeting scheduled May 10.

**Executive Committee - Steve Shapiro**
Steve Shapiro reported that the committee's next meeting is scheduled for 4/19/05 at 12:15 PM.

**V. SPECIAL REPORTS**

**President - John Delaney**
Mr. Delaney was unable to be present.

**Legislative Liaison Report - Janet Owen**
Janet Owen is in Tallahassee. Judy Solano reported for Ms. Owen. Appropriation bill is advancing through house and senate. Senate is proposing approximately 68 million in UNF E and G funds; the house is proposing 66 million; lottery funds 4-5 million have been earmarked for UNF in both chambers; 5 million funding has been proposed for the student union in both chambers; Additional funds are proposed for
challenge grants, for Fine Arts, Science and Engineering, the University Center and the library. PECO funding has been proposed in both chambers for utilities and infrastructure; Education Building; Health Building extension, One Stop Shop, and possibly classroom expansion and renovation. No recommendations have been made for state employee salary increases (may or may not include university employees). Salaries are usually proposed during the conference committee process.

There is a House bill re: University Governance; attempting to establish the constitutional duties and responsibilities of the legislature and Board of Governors. In this bill there is also reference to returning the university to state agency status. The bill been amended to redefine state that the designation of state universities as state agencies is only for the purpose of establishing constitutional lines of authority; all statutory exemptions that are currently in effect, will be retained.

There is Senate bill requiring universities to charge out of state tuition rates for excess hours (defined as > 115 % of requirements for degree). State universities, community colleges and advocacy groups have been meeting with the bill's sponsors to express concerns.

A Senate bill excludes lobbyists from membership on the BOG and university BOTs.

Another Senate bill significantly tightens the ability to reclassify students as Florida residents for tuition purposes.

There is also House Bill re: Student and Faculty Academic Freedom. An all faculty email was circulated earlier this week describing the bill. At this time, the Faculty Association will not yet take a position on this bill.

United Faculty of Florida - Cheryl Frohlich
Cheryl Frohlich reported elections; Shira Schwam-Baird and Pat Geesey are outgoing; the names of the newly elected representatives, officers, and committee heads are posted on UFF web site. Contract Negotiations: There have been eight sessions since last Faculty Association meeting; an additional 16 are scheduled. The Last "Coffee with Delaney" will be 4/14/2005, 10-11:30 a.m

VI. QUESTIONS AND RESPONSES

Elie Scheirer: To Academic Affairs; the course schedule on web is present for fall term, is this the official schedule? What do we tell students? Katharine Brown: the schedule on the web is the official schedule.

Rez Vaghefi: To Human Resources: Continued concerns with health insurance problems; health benefits have been cut off March 1. Shari Shuman will meet with Reza personally to go over problems. Shari addressed several continuing issues with payroll. HR and Shari continue to work on these problems

To President Delaney: Bargaining, what is going on? Both sides blame each other. Will Mr. Delaney lock both sides in a room until negotiations are complete?

Gerry Giordano responding for Mr. Delaney: what is the problem?
Faculty has put considerable pressure on Administration. Giordano encourages the faculty to apply the same pressure to the union. Some substantive issues remain to be resolved. Giordano is prepared to advise the President and the Board of Trustees to enact the across the board immediately. Cheryl Frolich: We are in 80-90% agreement on remaining items. We need to compromise, need face-to-face time. All salary increases will be retro’d to relevant years. Question will be forwarded to Mr. Delaney.

**Neal Coulter to UFF:** On Dec 7, 2004 charges were made that were proved subsequently to be groundless; no merit for any of these charges. How did these charges go forward? How were they vetted? Is it your intention to apologize to the involved faculty member? Cheryl Frolich: We will have to review data—that has been a commingling between the actions of individual faculty members who are also union members; actions were not advanced by the union, but by individuals. Some union documents were forwarded to Provost without permission of the union. If we made inappropriate allegations, we will apologize. Question will be forwarded to Cheryl Frolich for formal response.

**VII. LEGISLATIVE ITEMS**

**Item # 1- FA 04-39 COAS - New Courses & Program of Study (8 items)**
Moved; no discussion; item approved

**Item # 2- FA 04-40 COEHS - New Courses & Program of Study (10 items)**
Moved; no discussion; item approved

**Item # 3- FA 04-41 COH - New Courses, Courses Changes, & Program Of Study**
Moved; no discussion; item approved

**Item # 4- FA 04-42 COEHS - New Program Proposal for BS in Sport Management**
Moved; no discussion; item approved

**Item # 5- FA 04-43 10.2 Policy and Procedure for Dealing with Allegations of Misconduct in Scientific Research and/ or Scholarly Activity**
Moved; no discussion; item approved clarification of process. Judy Solano: Federal regulation requires that this policy be in place.

**VIII. INFORMATION ITEMS**

**Item # 1 -** Annual Committees and Distinguished Professor Elections

**Item # 2 -** Vitae Summaries of Finalists for 2005 Distinguished Professor Award
  a. [Dr. B. Jay Coleman](#)
  b. [Dr. Theophilus C. Prousis](#)

**Item # 3 -** Faculty Development Needs Assessment Survey
IX. ADJOURNMENT
The meeting adjourned at 12:53 PM.

Respectfully submitted,

_______________________
Katherine M. Robinson,
Secretary, Faculty Association
I. CALL TO ORDER
President Judy Solano called the meeting to order at 12:16 PM.

II. APPROVAL OF THE MINUTES
The minutes of the 10/7/2004 meeting were approved as published on the web.

III. ANNOUNCEMENTS
No Announcements

IV. STANDING COMMITTEE REPORTS
Academic Programs Committee - Jennifer Kane for Lisa Jamba-Joyner
Jennifer Kane reported committee met this morning, will meet again November 10, 2004 at 10:00 a.m. Two items are on the agenda today.

Academic Standards Committee - John Cummings
John Cummings reported committee met October 18, 2004. Chip Klostermeyer, Chair of the Intercollegiate Athletics Committee met with Academic Standards Committee. The committee endorsed making any student in good standing at the university eligible to participate in athletics. The committee intends to review the academic integrity code and appeals process.

Adjunct Affairs Committee - Russ Turney
No report.

Budget Advisory Committee - Joyce Jones
Joyce Jones reported committee will meet 11/9 at 10:00; they are working on equity study, selecting graduate programs within like institutions; A ten year analysis of inflation adjusted funding related to student FTE is being prepared and will be posted on the web.

Campus Technology Committee - Katharine Brown
Katharine Brown reported the committee met 11/09/2004. Tony Turrin from Information Services reviewed the My Wings portal for faculty and staff. Committee minutes are posted on the web.

Faculty Affairs Committee - Elinor Scheirer
Ellie Sheirer reported Oct 12 meeting did not have a quorum. The committee will
try to meet Tuesday 11/09/2004, at noon in the Faculty Association meeting area. Members are encouraged to attend. The committee has two items on today's agenda.

Faculty Enhancement Committee - Joann Nolin for Russell Mays
Joane Nolin reported for Russell Mays. The committee met on 10/19/2004; they continued discussion on effective communication of OFE activities; and a faculty needs assessment. This committee will review the Summer teaching grants. Volunteer reviewers are requested.

Nominations and Elections Committee - Barbara Olinzock
Barbara Olinzock reported today is election day for the Nominations and Elections committee. Positions available: CCOAS; COBA; CCEC; COH; At Large. Additional nominations requested from the floor: At large: Cynthia Jorden (library). No other nominations. Motion to close nominations, approved. Elections will be conducted after this meeting; in the faculty commons room until 4:00; and tomorrow (11/5/2004) from 9a-1p.

Promotion and Tenure Committee - Kathaleen Bloom
No report.

Research Committee - David Lambert
David Lambert reported the committee met 10/25/04. Forty-one applications for summer research grants were distributed among committee members (increase of 8 from last year). Nov 17 is the deadline for reviewers to return comments to committee members. Next meeting 11/23 1 p.m. in the OFE conference room. Recommendations for summer grant awards will be discussed.

Strategic Planning Committee - Doreen Radjenovic
Doreen Radjenovic reported that the committee met 10/13/2004. Richard Crosby presented master planning process to the committee. The committee will review the current strategic plan. The next meeting is December 1, 2004 at 2 p.m. Judy Solano reminded the association that open meetings will be conducted to discuss the revised master plan.

Support Services Committee - Rama Rao
Rama Rao reported committee met 11/2/2004; and will meet again 11/30/2004. The committee would like to remind faculty to send in faculty textbook orders for spring. Deadline was 10/15/04. Judy Solano pointed out that the deadline for bookstore orders PRECEDES the deadline for class schedules. The committee will negotiate more appropriate deadlines with the bookstore.

Executive Committee - Steve Shapiro
Met 10/19/04 to set agenda for today's faculty association meeting. The committee's next meeting is scheduled for November 16, 2004 at 12:15 pm in FAMA.

V. SPECIAL REPORTS
President - John Delaney
Mr. Delaney unable to attend today's meeting; no report.

**Legislative Liaison Report - George Perkins for Janet Owen**

Janet Owen was unable to be present. George Perkins reported that BOG made recommendations on tuition and fee policies: ceiling for resident undergraduate students; surcharge for excess hours; and a model block tuition policy. The BOT would be given the authority to set tuition for all but undergrads who are state residents. The new recommendation for an excess hours surcharge is that a 25% surcharge will be charged to students who exceed 110% of the credits required in their programs. Credits from community colleges that are recognized in the program of study are included in the 110%. The surcharge does not apply to students with remaining Bright Future eligibility. There are a few exceptions, for students obtaining certification in a teacher shortage area; for student enrolled in below capacity programs, as well as students in specifically identified programs. The program will begin to be phased in Summer, 2006. Block tuition was also discussed. Details of all of the above are posted in the October 21, 2004 meeting minutes at www.Fldoe.org/bog

The directions from the BOG about implementing Academic Learning Compacts (contracts with students delineating specific outcomes to be achieved by graduation) continue to evolve.

The BOG also reviewed the PICO budget (budget for facilities). PICO revenues are way down. The total available funds for the next three years are roughly equal to last year's PICO funds. Judy Solano reminded the Association that Bldg 11 construction has been fully funded.

**United Faculty of Florida - Shira Schwam-Baird for Cheryl Frohlich**

Shira Schwam-Baird reported bargaining sessions have been held 2x per week for last month; pace is encouraging. Tentative agreement on appointments article; visiting appointments; multi-year appointments for non-tenure earning faculty; close to agreement on summer appointments (awaiting appendix H). Summer rotation policy will be determined in each department. Fallback policy will be included in contract. The two parties are also close to agreement on Tenure article. By-laws affecting terms and conditions of employment are being proposed by the bargaining team, laying out the process for department development of bylaws. The goal: Those bylaws are grievable. UFF is awaiting response from UA team on the evaluation proposal. The Union is open for questions and concerns.

**Intercollegiate Athletic Committee - Chip Klostermeyer**

Chip will report to Faculty Association every semester on ATHLETICS. The function(s) of the IAC are to: monitor compliance with NCAA; counsel president; review athletic dept budget; review cases of academic integrity abuse. The average GPA for UNF athletes was 3.04 for women, 2.88 for men. There were 35 athletic scholarships for men and 38 for women (Title IX equity). Revenues were 3.54 million; expenses: 3.65 million. (Expenses include scholarships and salaries.) Losses are covered from the athletic foundation account; not E and G monies. The move to Division One 1 is anticipated in 5 years. Projected revenues: 5.6 million; projected expenses: 5.4 million (no E and G expenditures projected) The IAC rationale for supporting movement to Division I was reviewed, and admission criteria were discussed.

**Library Advisory Committee - David Courtwright**

David reported on that library construction is proceeding ahead of schedule, with anticipated completion in September 2005. In May 2005, the current library staff
and holdings will be moved into the new construction to allow for renovation of the existing library. Seminar rooms will be available for scheduling January 2006. The new facility will have wireless Internet capability. David Courtwright also reported that the ability to conduct one search using multiple databases will be in place by the end of this semester. He also commented that the library budget continues to be of concern, the prices for journals are rising approximately 7-10% annually, with no accompanying increase in budget. The search for a new library director has not yet been completed. Seven of the current library staff are in the DROP program, which will significantly impact library staffing.

VI. QUESTIONS AND RESPONSES
Steve Shapiro noted that there was a MOU on salaries posted on the web. He asked the Union "Where are we on this agreement?"
Shira Scham-Baird replied that UFF and UA are close to agreement; they are just trying to work out HOW the monies will be distributed.

Dr. Aaron Sheehan-Dean asked if the Faculty Association had taken any position on the recent events concerning the delay of funding for PRIDE events caused by the President of the SGA’s failure to sign requisitions, based on his personal religious beliefs. Sheehan-Dean reminded the body that sexual orientation is a protected class under the SGA constitution. Judy Solano replied that no formal response had taken place. Sheehan Dean asked what the process for expressing the Faculty Association support for non-discrimination would be.
Solano outlined three options: A statement could be drafted and submitted to the Executive Committee for inclusion in the Faculty Association Agenda; a request could be made of the Executive Committee to appoint a sub-group (probably Faculty Affairs Committee) to draft a resolution, and, of course, individual faculty members could express concern to the involved parties. Solano stated that submitting a statement to the Executive Committee would probably be the fastest method. Sheehan-Dean stated that he would draft such a resolution for submission to the Executive Committee.

Harry Rothschild asked what would happen after the review of the Executive Committee.
Solano replied that the resolution would be voted upon by the Faculty Association.

Bill Caldwell also asked if the matter had been discussed in any SGA committees with faculty representation.
No one reported any such discussion.

VII. LEGISLATIVE ITEMS

ITEM # 1- FA 04-22: Submitted by the Academic Programs Committee
COAS - New Courses, Course Changes, & Program of Study Changes (9 items)
Moved by Jennifer Kane. Dale Clifford noted that International Studies is NOT a part of the History department. No other questions. Motion carried.

ITEM # 2- FA 04-23: Resubmitted by the Academic Programs Committee
HONORS - New Courses (3 items) --
Moved by Jennifer Kane. Andrew Buchwalter asked how the proposed colloquia differed from existing colloquia (is it a leveling issue). Ellie Scheirer moved that consideration of this item be postponed until December, when question can be
answered. Motion carried. Item will be discussed at next Faculty Association meeting.

ITEM # 3- FA 04-24: Submitted by the Faculty Affairs Committee
Outstanding Undergraduate Teaching Awards
The item was moved by Ellie Sheirer. No discussion. Item was passed.

ITEM # 4- FA 04-25: Submitted by the Faculty Affairs Committee
5.2 (2) Student Assessment of Instruction
Item moved by Ellie Scheirer. Ellie Scheirer spoke to item. Dale Clifford asked: If UFF is arguing to re-assert its right as sole bargaining agent for conditions of terms of employment. Should this [student assessment of instruction] be discussed in this venue? Judy Solano responded. FAC ASSOC discusses and debates to recommend - we can continue to discuss and debate issues of concern to faculty. Recommendations can go to union. Ellie Scheirer: This item changes the language of SUSSAI [no longer used] to a more generic term. Chip Klostermeyer asked if anything in this document changes the exemption of tenured faculty from every semester assessment. Ellie Scheirer: does not change current policy. Shira Schwam-Baird: in terms of contract, student assessments of instruction are in the tenure article, we have no plan to change anything in the way student assessments are administered. Bill Wilson: Should student assessment of instruction term be changed to ISQ? Judy Solano responded that the language in this document is designed to include ISQ or any future designation of student assessment of instruction. A question was asked re: Public records release - Bill Wilson responded we can only release 8 questions of old SUSSAI according to the Florida Administrative Code. Ken Wilburn moved: send back to committee: Seconded. The question was asked: "Do we have a quorum?"
Presence of a quorum confirmed by count. Motion to send back approved.

VIII. INFORMATION ITEMS
ITEM # 1 - Submitted by the Nominations & Elections Committee
Election of the Nominations and Elections Committee
Elections will be conducted after this meeting until 4:00; and tomorrow (11/5/2004) from 9a-1p.in the faculty commons room.

IX. ADJOURNMENT
The meeting adjourned at 1:26 PM.

Respectfully submitted,

_______________________
Katherine M. Robinson, Secretary
Faculty Association Committee Minutes

May 12, 2005

I. CALL TO ORDER
President Judy Solano called the meeting to order at 12:52 PM. A quorum was present.

II. APPROVAL OF THE MINUTES
The minutes of the April meeting were approved as published on the web.

III. ANNOUNCEMENTS
Judy Solano announced that in the meeting packet a name was omitted from the committee who selected the Faculty Scholarship Award: Cathy Cavanaugh from the College of Education and Human Services. Judy thanked the members who served on the awards selection committees.

Chip Klostermeyer said that he will stay after the meeting to collect signatures on the contract negotiation petition.

IV. STANDING COMMITTEE REPORTS
Academic Programs Committee - Lisa Jamba
The committee met last week and will meet on the first Thursday of June. The deadline for submitting items for the June meeting is May 18. The committee has one item on the agenda today.

Academic Standards Committee - John Cummings
The committee met on April 28 with the new members. The topic was plagiarism, and the committee is considering educating students more effectively and enforcement of plagiarism rules. The two approaches will be combined in a proposal brought to the Executive Committee. Deb Miller demonstrated a tool called Power Researcher, which can be purchased by students in the bookstore. Members will review it. The committee meets on May 18. The committee has received input on the issue from other faculty members, and invites more input. A committee chair will be elected at the next meeting.

Adjunct Affairs Committee - Cathy Hough
No report.

Budget Advisory Committee - Joyce Jones/ Paul Mason
The committee meets on May 18. New members have been invited, and
the committee will elect a chair.

Campus Technology Committee - Katharine Brown
The committee met on May 10, and is considering topics for fall. The committee will be taking ideas from faculty. All are invited to the next meeting on June 14.

Faculty Affairs Committee - Elinor Scheirer/Kathy Cohen
The committee did not meet in April, and on May 19, the committee will project what business it will need to address over the summer. The agenda will include several issues, including our current policies regarding the examination schedules each term.

Faculty Enhancement Committee - Russell Mays
No report.

Nominations and Elections Committee - Barbara Olinzock
No report.

Promotion and Tenure Committee - Kathaleen Bloom
No report.

Research Committee - David Lambert
No report.

Strategic Planning Committee - Doreen Radjenovic
No report.

Support Services Committee - Rama Rao
Rama Rao reported by email to Judy Solano. The committee met on April 5 with Richard Crosby and Zak Ovadia about space. The committee meets on May 19 with George Perkins.

Executive Committee - Steve Shapiro
Steve Shapiro reported that the committee’s next meeting is scheduled for May 17, at 12:45 PM.

V. SPECIAL REPORTS
President - John Delaney
John Delaney asked Judy Solano to report in his absence. John Delaney has met with the collective bargaining teams over the last few weeks, and he speaks with Cheryl Frohlich almost daily. Meetings have been added; he projects agreement in the next ten days, followed by approval of the Board of Trustees. Both sides are proud of the document, and will update the university on their continuing progress.

Legislative Liaison Report - Janet Owen
No report.

United Faculty of Florida - Cheryl Frohlich
Since April the team has had nine all-day sessions, and seven more articles have been TAed, including promotion. All articles are online. The remaining articles are assignments, evaluations, and grievance. The union is interested in increasing salaries to make UNF more competitive in hiring, and to ensure that merit payments are based on merit. The state has allocated 3.6% to salary increases for next year. For 2003-2004 and 2004-2005, salaries will increase a total of 8%, which is very large compared to the rest of the state. The bargaining teams should be proud of their work. Four universities have signed contracts, and all of them are posted online. One contract leaves out intellectual rights and assigns salaries as unlimited discretionary. Other contracts are very broad. Our contract meets our unique conditions at UNF. The merit language looks at criteria used to identify faculty as exemplary, which will be defined by the faculty in the unit.

Intercollegiate Athletic Committee-Chip Klostermeyer
The committee reports to the president each semester. UNF is completing the first year of the five-year process of moving to NCAA division 1. UNF just completed a review with the Atlantic Sun Conference. A recommendation was to form a certification committee to verify that students are eligible academically to compete. This committee has been formed, and is composed of faculty and staff. Banner does not interface with the NCAA database. Data is being entered for 287 athletes in two systems. In response to another recommendation, UNF will hire three new positions from the athletic department budget: a compliance director who will report to the president, an academic mentor to work with advising, and a staff member to work in financial aid. The athletic department budget will be $4.7 million, mostly from student fees. The average student athlete GPA was 2.96 for both terms. Some games are played with short teams because the games conflict with finals being given during the last week of classes.

VI. QUESTIONS AND RESPONSES
Steve Shapiro asked Chip Klostermeyer about the fairness of the Herbert rule.
Chip said the committee looked at the rule, which treats athletes differently in admission to UNF. The committee has asked the president to adjust rule to make it fairer. Anne Hopkins said the basis of the rule is that no exceptions are made for admission of athletes. Mary Borg said that students entering in the summer via the APP program who are athletes couldn't compete in their first year. Steve asked if the rule applies to student performers. Mary said it only applies to athletes.

Kathy Cohen asked Shari Shuman about supervisors approving timesheets.
Shari said a glitch has been fixed.

Kathy Cohen said the library director position has a search committee. Mark Workman chairs the committee. Mark said the committee met on May 11 to review the position advertisement, which will soon be posted. Review of applications begins on September 1, the telephone interview
pool will be selected in September, and candidates will be invited for campus interviews in October. Committee members were selected from library faculty, faculty of other departments, and student government.

Ellie Scheirer asked about the broken elevators in buildings 11 and 9. Shari Shuman said the contract on elevator maintenance has been terminated and a new company has been selected that will evaluate all elevators on campus and begin upgrades, retrofits, and repairs. Ellie asked about short-term fixes. Shari said she would check on what needs to be done.

Steve Shapiro said that most employees are 9-month faculty, and asked Shari Shuman whether insurance payments can be prorated to cover the year. Shari said that in collective bargaining, 9-month payments could be made over 12 months, including insurance. Blue Cross insurance is still controlled by the state, and will not prorate over the year. Other insurance plans may be able to be prorated. Cheryl Frohlich said 9-month faculty members have asked for salaries to be stretched over 12-months, and the contract negotiations include the issue.

Judy Solano asked a question submitted for Gerry Giordano. In response to the recent notice about the status of the search for an associate provost for research and graduate studies, are we now looking for two people, and if so where is the money coming from? If not, who will handle graduate studies, and what is the timeline?

Judy Solano asked a question submitted for the president’s office. What did the branding process cost us? On the web site, can the sample letter from John Delaney be translated into English?

VII. LEGISLATIVE ITEMS

Item #1 - FA 04-44 Submitted by the Academic Programs Committee
3 APC forms from the College of Arts and Sciences
Lisa Jamba moved the item. The item passed.

Item #2 - FA 04-45 Submitted by the Executive Committee
Proposal for separation of the Department of Sociology, Anthropology and Criminal Justice
Judy Solano announced a correction. One of the new departments should be called Criminology and Criminal Justice. Steve Shapiro moved the item. The item passed.

Item #3 - FA 04-46 Submitted by the Faculty Association President
2005-2006 Faculty Association Budget
Judy Solano moved the item. The item passed.

VIII. INFORMATION ITEMS

Item #1 - Standing and University Committees 2005-2006 Election Results

Item #2 - Faculty Awards University Selection Committee Members
Item # 3 - Faculty Association 2005-2006 Schedule
Item # 4 - University Matriculation Calendar for Fall 2005 to Summer 2006

IX. ADJOURNMENT
The meeting adjourned at 1:32 PM.

Respectfully submitted,

Catherine Cavanaugh, Secretary

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Questions, Comments, Suggestions
Modified: December 7, 2005
I. CALL TO ORDER
Vice President Steve Shapiro called the meeting to order at 12:17 PM.

II. APPROVAL OF THE MINUTES
The minutes of the November meeting were approved as published on the web.

III. ANNOUNCEMENTS
No announcements.

IV. STANDING COMMITTEE REPORTS

**Academic Programs Committee - Kristine Webb**
Kris Webb reported that the committee has six items on today's agenda. The committee meets on January 6, 2005 to develop sample learning objectives with examples and non-examples. The information will be posted on the committee's website.

**Academic Standards Committee - John Cummings**
John Cummings reported that the committee met on November 22, and guests at the meeting were Karen Stone and Bill Wilson. The committee reviewed the academic integrity code and appeals process. The committee will review examples from other institutions.

**Adjunct Affairs Committee - Russ Turney**
No report.

**Budget Advisory Committee - Andres Gallo**
Andres Gallo reported that the committee has one information item in today's packet, and the committee is conducting a survey of other institutions in US for comparison.

**Campus Technology Committee - Katharine Brown**
Kathy Brown reported that Tony Turrin was a guest at the committee's last meeting. The committee viewed the faculty sections of the new My Wings Banner portal. The committee meets next on December 7.

**Faculty Affairs Committee - Elinor Scheirer**
Ellie Scheirer reported that the committee met on November 9 to discuss the material returned from the last Faculty Association meeting related to ISQs and the policy in the
handbook on scholarly misconduct. The committee received a recommendation from David Courtwright about instituting a debriefing of retiring faculty to maintain institutional memory. The committee next meets on December 9.

Faculty Enhancement Committee - Russell Mays
Russ Mays reported that the committee met on November 15 and 29 about the summer teaching grants, which were reviewed and returned for consideration. The committee has developed a menu of faculty development opportunities for spring.

Nominations and Elections Committee - Barbara Olinzock
Barbara Olinzock reported that the committee has an information item in today's agenda, and an action item proposing two changes to the bylaws.

Promotion and Tenure Committee - Kathaleen Bloom
Kathy Bloom reported that the committee will meet on December 3 to receive its charge. The committee will review dossiers over the holidays.

Research Committee - David Lambert
David Lambert reported that the committee met on November 13 to review summer scholarship grant applications. The committee ranked the applications and forwarded recommendations to Academic Affairs.

Strategic Planning Committee - Ajayi Adewale
Ajayi Adewale reported that the committee met to review the campus master plan documents and the strategic plan.

Support Services Committee - Rama Rao
No report.

Executive Committee - Kathleen Cohen
Kathy Cohen reported that the committee's next meeting is scheduled for December 7, at 12:15 PM.

V. SPECIAL REPORTS
President - John Delaney
John Delaney discussed two items:
1. The campus master plan is about six months from finalization. Planners have met with groups across campus, and faculty are urged to track the progress of the plan. Some of the critical decisions include the location of the new social sciences building in lot 7, the location for the student union in the northwest area inside the loop near the boathouse, and the location of future housing. There are 2300 students now in campus housing with some triples. The university will need more housing to be built in phases along the eastern ridge. The master plans are updated every 5-10 years. We need to know now how large the university will grow.
2. Cheryl Frohlich joined the discussion of the current status of the union negotiations. Delaney said that faculty raise money has been set aside, and is immune to hurricane-related callbacks. The state has billions from reserve for relief, and FEMA has funds coming along with insurance payments. There may be economic risk if tourism drops.
Delaney has recommended to the UNF Board of Trustees that the faculty raise be retroactive. Local bargaining gives opportunities for a tailored contract. Agreement enhances relations among parties. Some universities in the state are declaring impasse, and two have reached agreements.

**Legislative Liaison Report - Janet Owen**

No report.

**United Faculty of Florida - Cheryl Frohlich**

Cheryl Frohlich said it's not uncommon for a first contact to take up to two years, and there is good will on both sides. UNF is breaking a bargaining tradition of having a win-lose mindset. The latest three articles to reach tentative agreement are summer assignments, bylaws, and assignment resolution. This progress shows the improved relations between the sides. Cheryl thanked each person on the bargaining teams. Updates are being sent via email and the web site. Access to information has been expanded. Salaries will be posted on UFF website along with information on summer rotation, selection of faculty, and bylaws. This will be the first time in the state that they can be grieveable and not unilaterally altered or suspended, and faculty have meaningful input. Discrimination issues have arisen, and bargaining will work them out.

**VI. QUESTIONS AND RESPONSES**

No questions.

**VII. LEGISLATIVE ITEMS**

**ITEM # 1- FA 04-23 HONORS -**

**New Courses (3 items)**

Kris Webb moved the item. The item passed.

**ITEM # 2- FA 04-26 COAS -**

**New Courses, Course Changes, & Program Of Study Changes (47 items)**

Kris Webb moved the item. Bill Wilson asked about the courses on the Atlantic Slave Trade offered at both graduate and undergraduate levels. Kris Webb said the syllabi differentiate the standards of the courses. Dale Clifford said the differences in level are not included in the short catalog description, but are present in the expectations of the courses. The item passed.

**ITEM # 3- FA 04-27 CCB -**

**New Courses (3 items)**

Kris Webb moved the item. The item passed.

**ITEM # 4- FA 04-28 CCEC -**

**New Courses, Course Changes, & Program Of Study Changes (41 items)**

Kris Webb moved the item. Ajayi Adewale said that the description of the 04/05-100 course should say "reason for SOME of the changes." The item passed as presented.

**ITEM # 5- FA 04-29 COEHS -**

**Program of Study Change (1 item)**

Kris Webb moved the item. The item passed.

**ITEM # 6- FA 04-30 COH -**

**New Courses, Course Changes, & Program Of Study Changes (10 items)**
Kris Webb moved the item. The item passed.

**ITEM # 7- FA 04-31 :Submitted by the Nominations and Elections Committee**
**First Reading: Provisions for Tie Votes**
Barbara Olinzock moved the item for first reading. Dale Clifford asked about the wording referring to the next meeting.

**ITEM # 8- FA 04-32 A Group of Faculty**
**Resolution: Anti-Discrimination Policies**
Aaron Sheehan-Dean presented an amended version of the resolution written in response to recent events on the issue. Robert Vergenz spoke in favor of enforcing policies, but had a concern that we may be drawing conclusions about events that have led to feelings among students. Is it the place of this body to assume? The substitute resolution passed.

VIII. INFORMATION ITEMS

**ITEM # 1 - Nominations and Elections Committee Election Result**
**ITEM # 2 - APC 2 (Minor) Approved By Academic Affairs**
**ITEM # 3 - Comparison of UNF Student FTEs and Appropriated Funding**

IX. ADJOURNMENT
The meeting adjourned at 12:46 PM.

Respectfully submitted,

_______________________
Catherine Cavanaugh for Kathy Robinson, Secretary
Faculty Association Committee Minutes

Faculty Association

July 7, 2005

FACULTY ASSOCIATION MEETING
Minutes of Meeting
June 2, 2005

I. CALL TO ORDER
President Judy Solano called the meeting to order at 12:48 p.m. We were five short of a quorum; we monitored the arrival of other members to determine if a quorum had been attained. Solano reviewed how quorum functions in the summer. We did achieve a quorum, prior to voting on the Legislative items. Solano requested that members present not leave after the questions, but stay for the legislative agenda to preserve the quorum.

II. APPROVAL OF THE MINUTES
The minutes of the May, 2005 meeting were approved as corrected on the web. (Correction requested by Klostermeyer. Name of athletic conference has been corrected.)

III. ANNOUNCEMENTS
Provost Gerry Giordano introduced Bob Smallwood. Smallwood is the Associate Provost for undergraduate programs and assessment. He has assumed some of the responsibilities previously held by Hank Camp and Bill Wilson.

IV. STANDING COMMITTEE REPORTS

Academic Programs Committee - Lisa Jamba
Lisa Jamba reported the committee met this a.m. No July or August meetings are scheduled. No chair has yet been selected. Meetings will be scheduled on the 1st Thursday at 10 a.m. The committee has been working on streamlining the APC process. An information item is anticipated on the September agenda. There are 3 items on today's legislative agenda.

Academic Standards Committee - John Cummings
John Cummings reported the committee met 5/18; continue to work on academic integrity; plagiarism. Two aspects: educating students and enforcement. Next meeting scheduled for 6/22/05. The committee anticipates a recommendation to the Executive Committee in September or October. Please continue to provide faculty input to committee. Cummings will continue as chair.

Adjunct Affairs Committee - Cathy Hough
No report.
Budget Advisory Committee - Paul Mason
No report

Campus Technology Committee - Katharine Brown
Katharine Brown reported the committee met May 10, they will elect new chair 6/14/05. See minutes on the web page for this committee's activities.

Faculty Affairs Committee - Kathy Cohen/Ellie Scheirer
Judy Solano reported for Ms. Cohen. The committee met 6/9/2005. At the last meeting, the Academic Learning Compact policy was discussed at length. The committee is exploring the possibility of establishing a scholarship for children of faculty and staff.

Faculty Enhancement Committee - Russell Mays
No report.

Nominations and Elections Committee - Barbara Olinzock
No activity during this reporting period.

Promotion and Tenure Committee - Kathaleen Bloom
No activity during this reporting period.

Research Committee - David Lambert
David Lambert reported that a new search committee for Assistant VP for Research will be given charge by Dr. Giordano later today.

Strategic Planning Committee - Doreen Radjenovic
No report.

Support Services Committee - Rama Rao
Rama Rao reported the committee met 5/19—classroom issues were discussed; details may be found in minutes. No meeting scheduled in June, will meet in July.

Executive Committee - Steve Shapiro
Steve Shapiro reported that the committee's next meeting is scheduled for June 21, at 12:45 p.m.

V. SPECIAL REPORTS
President - John Delaney
Mr. Delaney was out of town.

Legislative Liaison Report - Janet Owen
As of the date of the Faculty Association meeting, the Governor had signed 98 of the 394 bills that the Legislature passed in the 2005 regular session. The Governor received the state budget on May 24 th and signed it on May 26 th with $180 million in vetoed projects (none at UNF). The
Governor has not received 3 bills, which would significantly impact the state universities: HB 1001 – the “governance” bill, SB 2236 – the “excess hours” bill, and SB 2264 – the “residency” bill.

UNF had another record year for PECO funding – a total of $19.9 million. This funding includes $12 million for the new education building and $5 million for expanding the College of Health. The state university system brought home $28.5 million more in PECO funding than what was recommended by the Board of Governors.

United Faculty of Florida - Cheryl Frohlich

By now you all have received President Delaney's and my email pertaining to the Administration's declaring impasse. You are probably all wondering what this exactly means. When impasse is declared by one side of the negotiations, that side (the Administration) must present their impasse position prior to going before the magistrate. The Administration's impasse position can be seen on the Union's website. The Union will not present its impasse position before we go to the magistrate. However, our last proposal with the multiple concessions made to the Administration in order to avoid impasse and to reach an agreement as quickly as possible can also be seen on the Union's website. According to Leonard Carson, Chief Negotiator for the Administration, those articles that have Tentative Agreements will not be part of the impasse.

IMPASSE PROCESS: In impasse, there are three options open to the negotiating sides:

(1) The parties may request that a mediator from the Federal Mediation and Conciliation Service (FMCS) be appointed to assist the parties in reaching agreement. The mediator has no power to compel either party to take any action. The mediator acts as a catalyst in attempting to bring the parties together. Both parties must agree to the appointment of a mediator to see if a compromise can be reached.

(2) the parties may request PERC to send them a list of names from which the parties will select a special magistrate to conduct a hearing on the issues in dispute. The special magistrate has no power to compel either party to take any action. However, the special magistrate will issue a recommended decision within 15 days after the close of the hearing. The recommended decision is a suggestion to the parties of how they might reach agreement. The parties have 20 days to consider the special magistrate’s recommendation. The parties may agree in writing to waive the appointment of a special magistrate, and go directly to the third step in the process.

(3) the parties will present the items remaining in dispute to the UNF Board of Trustees. The Board will conduct a public hearing at which time it will consider the arguments of the parties on each issue, and the special magistrate's recommended decision, if any. The Board will then vote on a resolution of each issue remaining at impasse.

Following the Board's action, the tentative agreements reached by the parties at the table, along with the decision by the Board of Trustees, are placed into a written agreement. The agreement is then presented to the members of the bargaining unit (regardless of whether they are union members) for a ratification vote. If the bargaining unit votes to ratify, the agreement is presented to the Board of Trustees for ratification.

If the bargaining unit votes not to ratify, the tentative agreements become
null and void, and those items return to the status quo ante. However, those items resolved by the Board of Trustees take effect as of the date of the Board’s decision, and remain in effect for the remainder of the first year which was the subject of negotiations. The parties then return to the bargaining table to begin again the process of negotiations.

CURRENT SITUATION: The Administration has decided to start the impasse procedures with a special magistrate. However, neither President Delaney nor I believe since we both feel we are very close in salary positions that we will actually be coming before the magistrate. Although, you must realize this is always a possibility. Impasse does not mean that we stop communicating but it does mean that the players in the negotiations change from the teams to only the principles. Only salaries and few unsettled issues in Evaluations, Assignments, Instructors Step-Advancements, and few others are unsettled. Only these issues will go to the magistrate. All TA’ed articles will be accepted in the new contract. We are hopeful that we will be able to reach a mutual agreement before the magistrate’s hearing on salaries and the few remaining issues in order to finalize the contract.

One of the major issues leading to the impasse was the inability of the Administration’s team to cost out their or the Union’s proposals at the individual level. They have requested faculty evaluations for 2002-2003 and 2003-2004 from the Deans and Chairs. The Union pointed out several errors in the initial costing of the Administration’s salary proposal (such as the omission of some of our current faculty in the two years, improper faculty CIP codes, differences in salary for some faculty in various databases). The Administration is correcting errors and is also verifying faculty salaries and the faculty assigned CIP codes (discipline’s code to determine a faculty salary’s benchmarks). Once the Administration has the faculty evaluation information, they will be costing their proposal, the Union’s proposal and any variation between the two in order to try to reach an agreement. The Union has been assured that the costing runs on various models will be shared with us.

This is the status of where we are in negotiations and we hope the end will be here soon.

VI. QUESTIONS AND RESPONSES

Steve Shapiro to Administration: What is the status of summer contracts?
Dr. Giordano: Ann Hoover is continuing to work on summer contracts. Giordano will assume personal responsibility to see that summer contracts are completed.

Stan Swart (COAS): Could Academic Affairs confirm that we are all covered by workman’s compensation?
V.P. Shari Shuman: Employees on payroll, are covered for worker’s comp, benefits and retirement.
Stan Swart: How about 9 month employees?
Question will be forwarded to administration.

Kathy Robinson to Information Services: There is a disparity between the schedules accessible through the UNF home page and those accessible through Banner.
Shawn Brayton: Information Services will update the home page version
Sheila Mangum (Acquisitions Librarian) to V.P Shuman: The process for obtaining a credit card for purchasing purposes has been suspended, when will we be able to obtain new cards? Many vendors require a VISA or MC for payment.

Shari Shuman: This has been a continuing problem during the conversion from AMSOUTH; and the integration of approval mechanisms into Banner. Hopefully, new cards will be available by August or September.

VII. LEGISLATIVE ITEMS

Item # 1 - FA 04-47 Submitted by Academic Programs Committee.
COAS - New Courses & Program of Study; 18 items
Moved by Jamba. No discussion. Item passed.

Item #2 - FA 04-48 Submitted by Academic Programs Committee.
COEHS - Program of Study; 1 item
Moved by Jamba. No discussion. Item passed.

Item #3 - FA-04-49 Submitted by Academic Programs Committee.
COH - New Courses & Program of Study; 3 items
Moved by Jamba. No discussion. Item passed.

VIII. INFORMATION ITEMS

No information items.

IX. ADJOURNMENT

The meeting adjourned at 1:15 p.m.

Respectfully submitted,

Katherine M. Robinson, Secretary
Faculty Association Committee Minutes

Faculty Association
February 3, 2005

FACULTY ASSOCIATION MEETING
Minutes of Meeting
January 6, 2005

I. CALL TO ORDER
President Judy Solano called the meeting to order at 12:17 p.m.

II. APPROVAL OF THE MINUTES
The minutes of the December 2, 2004, meeting were approved as published on the web.

III. ANNOUNCEMENTS
2004-2005 Faculty Awards (Distinguished Professor, Faculty Scholarship and Faculty Service) nominations started on 1/5/2005 and will close at 5 p.m. on Friday, 1/14/2005.

IV. STANDING COMMITTEE REPORTS
Academic Programs Committee - Lisa Jamba-Joyner
Lisa Jamba-Joyner reported that the committee last met December 2; the next meeting will be February 3. Two items are on today's agenda.

Academic Standards Committee - John Cummings
Barbara Kruger reported for John Cummings: the committee is meeting and discussing integrity issues.

Adjunct Affairs Committee - Russ Turney
Cathy Hough reported for Russ Turney; no report.

Budget Advisory Committee - Paul Mason
Paul Mason reported next meeting January 19, at 10:30 a.m. More data re: distribution of funding with relation to other universities will be provided.

Campus Technology Committee - Katharine Brown
Katharine Brown reported last meeting December 6. The next meeting will be January 13, at 10:00 am; the new meeting schedule is 2nd Thursday of the month.

Faculty Affairs Committee - Elinor Scheirer
Ellie Scheirer reported committee met 12/9/05. Worked on the Handbook Description of ISQs returned by Faculty Association in November; the item will be on agenda next month. The committee is revising the statement in
Faculty Association Committee Minutes

Faculty Handbook re: scientific or scholarly misconduct. The next meeting will be January 13. The committee will continue its work and will address a request for an honorary doctoral degree

Faculty Enhancement Committee - Russell Mays
Russell Mays requested faculty input on any way the committee can help you or your department. No further report. The next meeting is scheduled for January 17.

Nominations and Elections Committee - Barbara Olinzock
Barbara Olinzock reported two vacancies: CCB: one opening on Support Services; COEHS: one opening for Honor Council. Next meeting is scheduled for January 20. One item is on today’s agenda.

Promotion and Tenure Committee - Kathaleen Bloom
Kathaleen Bloom reported committee will meet for the first time tomorrow, January 7; 18 dossiers will be reviewed this year.

Research Committee - David Lambert
No report

Strategic Planning Committee - Doreen Radjenovic
Doreen Radjenovic reported the committee met yesterday and will meet again in 2 weeks; will review the updated draft of strategic plan.

Support Services Committee - Rama Rao
Judy Solano reported for Rama Rao: the committee is scheduled to meet January 11.

Executive Committee - Steve Shapiro
The committee met December 7, to set the agenda for today’s Faculty Association Meeting. Steve Shapiro reported that the committee’s next meeting is scheduled for January 18, at 12:15 p.m.

V. SPECIAL REPORTS
President - John Delaney
No report

Legislative Liaison Report - Janet Owen
Janet Owen reported committee week of legislature begins next week. There is more "one time" money available this session, than was in the past. President Delaney worked with 3 members of Board of Governors on what is needed in PECO, the funding formula, and raised issues concerning what UNF needs. Things to watch: School of Chiropractic Medicine at FSU; it will be discussed at the next BOG meeting (to be held at UF). (Former) Senator Bob Graham has filed a lawsuit arguing that the Board of Governors is not exercising its proper constitutional duty; and that the laws in place subjecting the Universities to the State Board of Education are unconstitutional. The Board of Governors is formulating a system
wide strategic plan. Consultants will visit each campus. Next Wednesday, January 12, from 1 p.m.-3 p.m., the SUS lobbyist in Washington, D.C. will meet with Faculty and Staff in the President's Conference Room. Strategies for obtaining federal funding during FY 2006 will be explored.

**United Faculty of Florida - Cheryl Frohlich**

Cheryl Frohlich reported that the bargaining team met twice over the holiday break. We spoke with President, who confirmed that any salary increases will be retroactive to start of the academic year. 26 additional bargaining meetings have been scheduled through March. Negotiations will be conducted all day on Mondays and Tuesdays. The Chief Negotiator for management, who previously traveled back and forth from Tallahassee, will stay in Jacksonville overnight on Mondays, when Monday-Tuesday negotiating sessions are conducted. We are pleased to report that all grievances during the last semester were resolved prior to being formally filed.

**VI. QUESTIONS AND RESPONSES**

**Steve Shapiro:** What happened to Tumbleweed, and Spam control?

**Kathy Hughes:** SPAM implementation should be available March 1, 2005. The implementation date has been delayed because of issues with vendor contracts.

**Ellie Scheirer: to the Provost:** Since classroom space is at such a high premium; why have some classes been booted from their classrooms to accommodate the needs of a Super Bowl team?

**Gerry Giordano:** the university had to make a commitment to cooperate with Jacksonville during Super Bowl week in the best interest of the overall community. The University will receive a direct benefit of $150-200 thousand for the athletic field being prepared for practices. Please encourage students to be patient and altruistic. We do not have the prerogative to cancel classes during Super Bowl week. We are attempting to minimize the strain. Shari Shuman added that departments who have had classes relocated to the University Center for the Super Bowl will not incur any additional costs.

**Kathy Robinson:** What is the process by which the University determined that holding a prizefight in the arena during Super Bowl week is appropriate for the University Community?

**Judy Solano** noted that this question should be directed to Student Affairs.

**VII. LEGISLATIVE ITEMS**

**Item # 1- FA 04-31- Submitted by the Nominations and Elections Committee**

Second Reading: Provisions for Tie Votes

Barbara Olinzock described and moved the item. Item passed.

**Item # 2- FA 04-33 :Submitted by the Academic Programs Committee**

CCEC - New Courses & Program of Study Changes (5 items)

Lisa Jamba-Joyner withdrew item from consideration.

**Item # 3- FA 04-34 - Submitted by the Academic Programs Committee**

COEHS - New Courses, Course Changes, & Program Of Study Changes
Lisa Jamba-Joyner moved the item, item passed.

VIII. INFORMATION ITEMS

ITEM # 1 - As above in announcements (Faculty Awards)

IX. ADJOURNMENT

The meeting adjourned at 12:40 p.m.

Respectfully submitted,

Katherine M. Robinson, Secretary, Faculty Association
I. CALL TO ORDER

President Judy Solano called the meeting to order at 12:47 PM. There was not a quorum present. Legislative items approved during the summer in the absence of a quorum are subject to review in the fall, if requested.

II. APPROVAL OF THE MINUTES

The minutes of the June, 2005 meeting were approved as published on the web.

III. ANNOUNCEMENTS

Shawn Brayton, Academic Affairs, Banner: within the next few weeks, you will see two new tabs: Faculty and Advising providing access to self-service for Faculty and Advising functions. Faculty self-service functions are currently available under the employee service tabs. Any underlined items may be “clicked” for further information.

Shari Shuman reported that Lance Taylor has been promoted to Assistant Vice-President; Kathy Hughes is being promoted to Director of Networking and User Support. A new department, Administrative Applications, will be added in 2006.

IV. STANDING COMMITTEE REPORTS

Academic Programs Committee - Lisa Jamba

Lisa Jamba reported next meeting will be on September 1, 2005. No new chair has been selected yet. Please refer to information item #2 for information about changes in APC process and forms. Lisa will be glad to receive any feedback. Two items on the legislative agenda.

Academic Standards Committee - John Cummings

No report.

Adjunct Affairs Committee - Catherine Hough

Kathy Robinson for Cathy Hough: No report.
Budget Advisory Committee - Joyce Jones
Judy Solano reported that the committee has not met since last the last Faculty Association meeting.

Campus Technology Committee - Katharine Brown
Katharine Brown reported that Diane Tanner has accepted position of chair of the Campus Technology committee. Please check technology classroom website for linked information re: individual classrooms.

Faculty Affairs Committee - Ellie Sheirer
Ellie Sheirer reported no chair has yet been selected. One item on the agenda. The committee will meet next Thursday at 12:45 p.m.

Faculty Enhancement Committee - Russell Mays
Russell Mays reported the committee does not meet during the summer. OFE is functioning during summer, will take questions and offer support to faculty.

Nominations and Elections Committee - Barbara Olinzock
Judy Solano reported for Barbara Olinzock: no business at this time.

Promotion and Tenure Committee - Kathaleen Bloom
No report (committee function completed)

Research Committee - David Lambert
No report.

Strategic Planning Committee - Doreen Radjenovic
No report.

Support Services Committee - Rama Rao
Rama Rao reported committee will meet 7/12/05 12:15pm. Will meet with administration and finance re: Banner payroll problems.

Executive Committee - Steve Shapiro
No report

V. SPECIAL REPORTS
President - John Delaney
No report.

Legislative Liaison Report - Janet Owen
Janet Owen reported Governance bill was signed. Statutes will be redrafted this summer. These statutes will be presented in the 06 session. Governor Bush vetoed excess hours and residency bills. These issues are being re-examined by OPAGA. An interim study on Academic Freedom is being done. BOG meeting July 20, 21 at FIU. Medical Education sub committee will meet at that time to discuss UCF FIU Medical School proposals.

Thanked Shawn Brayton, Lisa Jamba, David Jaffee and Deb Kaye for their hard work.

United Faculty of Florida - Cheryl Frohlich

Vickie Stanton reported that administration is reviewing salary proposals. Dr. Campbell added: even though impasse has been declared, both parties are continuing to negotiate.

VI. QUESTIONS AND RESPONSES

Mary Borg: What is impasse?

Joanne Campell replied, and explained the function of the Special Master. Campbell: The processes will not be quick.

Borg: Any possibility that salaries could be decided without going to special master?

Campbell: Negotiations continue.

Judy Solano remarked that FSU is also at impasse; faculty there marched on the administration building to show their concern.

Lisa Jamba asked: Is there no time limit on the negotiations? Is there a specific date when it has to go to the third party?

Campbell: The process has started, but negotiations will continue until the scheduled meeting.

Elie Shreirer: Can an e-mail be sent when ISQs have been received by data processing, to confirm receipt?

Answer: there is a website where the status of ISQs can be checked.

VII. LEGISLATIVE ITEMS

There is no quorum

Item #1 - FA-04-50: Submitted by the Academic Programs Committee

Item #1 - FA-04-50: Submitted by the Academic Programs Committee

Item #2 - FA-04-51: Submitted by the Academic Programs Committee

Item #3 - FA-04-52: Submitted by the Faculty Affairs Committee

Faculty/Staff Scholarship Proposal; Moved by Schreirer; item passed without discussion.

VIII. INFORMATION ITEMS

Item #1 APC 2 (Minor) approved by Academic Affairs
Item #2  New Online APC Forms & Resources Website
Item #3  Faculty Association 2005-2006 schedule

IX.  ADJOURNMENT

The meeting adjourned at 1:12 PM.

Respectfully submitted,

Katherine M. Robinson, Secretary