

UDMPU Board Meeting

12/14/2010

Present: Rob Berg, Mike Canjar, Cindy Gillham, Doug MacDonald, Lorri MacDonald, Stephen Manning, Katherine Marshall, Kris McLonis, Gilbert Sunghera, Kate Walters, Mike Witkowski, Joanne Yastik, Larry Zeff

Excused: Mary Higby, Prasad Venugopal

I. Call to order

Canjar reviewed agenda.

Motion was made to approve agenda. Motion approved.

II. Minutes

The minutes of the 11/23/10 Board meeting were reviewed and approved with two changes (a) indicate that Sunghera was excused and (b) revise the last sentence the first paragraph of VI. UDMPU Bylaws to read "In particular, he identified three areas needing revision and/or consideration..."

D. MacDonald indicated that Higby had contacted him asking about "excused" versus "absent" for Board meetings. Canjar said that Board members should email him (canjarm@udmercy.edu) and cc D. MacDonald (macdonda@udmercy.edu) in advance of a scheduled Board meeting to ensure that they are listed as "excused" in the minutes.

III. Announcements

- (a) Directed Studies (DS)- Canjar indicated that there have been a few problems with how DS courses are being credited and tracked. As per the current contract, faculty get to "bank" DS. Once a faculty member accrues 30 undergraduate or 24 graduate DS credits, s/he gets a one course release. Canjar said that even though the contract specifies that College Dean offices should be tracking DS taught by faculty, there appear to be inconsistencies across colleges. He also stated there is some ambiguity as to whether or not a DS will be banked if it is taught in lieu of a regular class. He added that for the first year of the current contract information on DS is in APEC and not Banner. This may cause some problems since information from APEC may not be forwarded to the Banner system.
- (b) Lecturer- Canjar reported that there have been some problems with how the Lecturer position has been working. At present, there are four Lecturers in the university. He indicated that the Lecturer in the English Department seems to be working out fine. However, there are some concerns about the other three.
- (c) Equity- Canjar said that there have been some problems with Library in terms of getting letters to librarians and the provision of the correct employment information. Canjar added that a large number of errors have been identified throughout the UDMPU membership with the mailing.

Some discussion ensued as to when a UDMPU member had to be hired in order to qualify for equity adjustments. Canjar and Manning both indicated that a member's status as of June 30, 2008 is what determines if they qualify for an equity adjustment (should such an adjustment be made)

IV. Bylaws Update- Canjar reported that the Bylaw committee has met once and has reviewed the constitution and bylaws. In addition to updating the language of the bylaws to reflect current colleges and structures in the university, he stated that one issue that has been discussed by the committee has been whether or not voting can be done electronically. Canjar explained that electronic voting would be easier and would likely result in more members participating in elections. He added that such voting would ideally be done through non-UDM email and web-based services but acknowledged that we would probably have to send email announcements about elections to members to their UDM email accounts. Canjar indicated that he and the committee wanted to know if the Board has any issues about electronic voting.

Zeff moved for the board to approve electronic voting for the purposes of amending constitution and bylaws. Motion was approved.

V. Treasurer's Report

McLonis reported that there is a total of \$121,715.61 in UDMPU bank accounts with \$51,623.08 in checking and \$70,092.53 in savings. In terms of account activities, she indicated that a check from UDM for \$17,982.81 has been deposited. A service charge of \$31.05 was made to the checking account. An interest payment of \$5.76 was made to the savings account. McLonis said that one check for \$77.91 would be written out to her to reimburse her for costs associated for purchasing pizza at the last General Membership meeting.

A motion was made to accept the Treasurer's report. Motion accepted.

VI. Grievance Report

Manning provided the Board with an update on a variety of matters:

- (a) Resignation/Termination/Wrongful Discharge case- Manning reported that the deadline for filing a grievance is December 17, 2010. He indicated that the UDMPU will be filing a grievance on behalf of the person to start the step one process.
- (b) 3.3d Violation- Manning stated that the Dean has been informed of the violation.
- (c) Tenure Issue in CLAE- Manning indicated that this issue has been resolved; the administration has done what it needed to do.

Manning requested that if Board members are approached by a UDMPU member about a potential issue, the Board member should encourage the member to make sure of their issues and intentions before contacting the Grievance officer.

Zeff spoke to the issue of Hybrid courses in the College of Business Administration. In particular, he said that he has met with the Dean. He learned that the Dean has been following a proposal for approving courses and program changes that has yet to be ratified by the CBA faculty. Zeff said that he suggested a compromise to the Dean which he feels will be heeded since the Dean appears to want to avoid a grievance. This issue will be discussed at the next meeting of the Executive Liaison.

Canjar inquired as to what the definition of a hybrid course is. Zeff said that in CBA, a hybrid course is one in which less than 50% of the course is delivered in a traditional format.

A motion was made to accept the Grievance report. Motion accepted.

VII. Other

- (a) Dead Week policy- Canjar reported that he was contacted by Yastik about what the policy is involving "dead week" (i.e., the week before final examination during which quizzes, tests, and examinations are not to be scheduled). The registrar provides information about dead week.

Zeff commented that the policy is university wide. Witkowski said that the policy appears to have been intended to prevent final examination being moved to the last week of classes (faculty are contractually obligated to hold sessions for 15 weeks in a term).

Canjar said there is a need to find out if the dead week policy is written somewhere. He added that he does not know if faculty like the policy. Nevertheless, he said that he thinks it is an MFA matter and that it should be discussed through the MFA.

- (b) D. MacDonald asked about the status of the Audit Subcommittee report. McLonis stated that the report is in progress and should be completed in the near future.
- (c) D. MacDonald asked about the status of previous board discussion surrounding the investment of UDMPU money. L. MacDonald responded that the decision was to hold off on making any investments and to watch interest rates.

VIII. Adjournment

A motion was made to adjourn. The motion passed with adjournment at 1:49pm

Respectfully submitted,

Douglas A. MacDonald, Ph.D.