

**APSCUF MEMBERSHIP MEETING
MINUTES
Tuesday, February 7, 2006
Hamblin Hall of Flags
1:00 p.m.**

The meeting was called to order by President Mark Cloud with 24 members and Interim Office Manager, Joannette Saba-Sturm, present.

1. MOMENT OF REFLECTION

M. Cloud asked all to join him in a moment of reflection for deceased member Paula Packer and others who have passed.

2. APPROVAL OF MINUTES

J. Miller made a motion, seconded by J. Leffert, to approve the minutes of 12/06/05 (Exhibit I). The motion passed.

Approval of the minutes from the special meeting on January 26 was postponed.

3. TREASURER'S REPORT (Exhibit IIa and IIb)

C. Pollard made a motion, seconded by P. Hoffman, to accept the treasurer's report as distributed. The motion passed.

4. COMMITTEE REPORTS

a. Grievance Committee

The list of grievances (Exhibit III) distributed at the December meeting has not changed.

b. Nominations and Elections Committee

Chair R. Lilla reported that Sally Lima was elected to fill a vacancy on the Promotions Committee.

c. Social Committee

M. Girton reminded the membership that the Spring Social is planned for February 24 with social hour at 5:30 p.m. and dinner at 6:30 p.m. The theme for the evening is Hollywood Nights. Reservations are due by February 17.

5. PRESIDENT'S REPORT

a. The Governor's budget recommendation for the next fiscal year includes a 3.7% increase for higher education.

b. As of fall 2006, LHU is permitted to send six delegates to state APSCUF because of the increase in the number of faculty members joining APSCUF.

c. Three APSCUF members joined six persons from the staff and administration on a trip to Longwood University to learn from Longwood's experiences in requiring that all students purchase laptop computers.

d. Faculty now have access to students' locked CARS accounts.

- e. APSCUF has received copies of the signed forms needed for two faculty members who have been appointed as acting managers. The forms include both the starting and the ending dates.
- f. The administration is considering moving the International Education Office and the Honor's House to the home across from east campus which had been temporarily occupied by President Miller and his family.
- g. APSCUF is requesting that all clocks on campus be synchronized.
- h. The university is developing a web portal which will host discussion groups. Volunteer faculty are needed to help set up the APSCUF site.

6. OLD BUSINESS – REPORTING FACULTY SICK LEAVE

University regulations require that faculty who are out sick must actually speak to their supervisor, the Dean, rather than send an email, leave a message, or call a secretary. A convenient way to implement this requirement is being discussed.

7. NEW BUSINESS

- a. A faculty member whose non-contractual released time is reduced should receive a written explanation of how his/her required workload is also being reduced.
- b. President Miller has inquired about faculty, staff, and administration interest in establishing a University Club which would meet once per month. E.C. members expressed an interest and asked about a possible location and the availability of alcoholic beverages.
- c. APSCUF is inquiring about the air quality of buildings on the campus. The consensus was that all buildings on the campus should be checked. It was reported that LHU has a Director of Environmental Health and Safety and that there is a campus Safety Committee which includes several APSCUF members.
- d. The University has been unable to find a suitable candidate interested in serving as a Woman's Studies Coordinator. Several persons commented that there is an extensive list of responsibilities for three credits of compensation.
- e. APSCUF is collecting information about inequities and unworkable situations in faculty offices. The recommendation is that two-person offices should have a minimum of 175 square feet and single offices should have a minimum of 100 square feet. Offices with about 80 square feet should only be used for a short period of time. Anyone who has knowledge of offices which do not meet the recommendations should forward that information to President Mark Cloud or Office Manager Joannette Saba-Strum.

8. MOTION TO ADJOURN

At 1:53 p.m., M. Girton made a motion, seconded by J. Leffert, to adjourn the meeting. The motion passed.

Respectfully submitted,

Carol Rehn, APSCUF Secretary