

Professional Staff Committee Meeting Minutes

Date: February 15, 2007

Location: Student Union 207

Present: Cheryl Tillotson (Chair, Proxy for Lynda Buhlig, Trish Suske), Geetha Sendhil (Vice-Chair), Tomirra Larkin, Judy Grotts, Sally Hamilton, Miranda Jennings, Larry Hamilton (Human Resources), Shane Bevell (Proxy for Cate Weeks), Stacey Carrillo (Recorder)

Time: 11:35 am meeting convened
1:00 pm meeting adjourned

1. Committee members signed in.
2. Guest Speaker: Sam Connally, Associate Vice President for Human Resources attended the Professional Staff Committee (PSC) meeting. Sam presented to the PSC two separate items for discussion and feedback - Winter Break Schedules for 2007-2008 and Performance & Merit Increase Eligibility for Professional Non- Academic Faculty. Sam distributed handouts to the committee regarding each issue.
 - a. Over the past three years (2004-2006), UNLV has allowed divisions and departments to suspend non-essential business operations between Christmas Day and New Years' Day, there by taking an extended break when students are not typically on campus. The first three years of this practice required that professional staff, wishing to participate, utilize four days of annual leave giving employees a ten day break, including one full week and two weekends. Sam explained that during the 2007 & 2008 winter break schedule, the holidays fall in such a way that unless a fifth day of annual leave is used there will be either a gap in the winter break where an employee would have to come back to work one day before the New Year or the holiday break would not include two weekends. Sam reviewed the hand out with the committee that showed multiple options on how to address the 2007 & 2008 winter break schedule. One option discussed at length required taking five days of annual leave instead of four during the 2007 & 2008 winter break giving employee's a consecutive eleven day break including both holidays, one full week and two weekends. A committee member asked if having the day before Christmas was ever a consideration. Sam discussed some of the options in the winter break calendar that would allow for the day before Christmas to be taken off. After much discussion the PSC expressed support for the 2007 & 2008 winter break schedules which consisted of employees scheduling five days of annual leave to extend the winter break to 11 days and included one full week and two weekends.
 - b. The second item Sam discussed with the PSC concerned merit eligibility and performance evaluations. He started off by reviewing the handout distributed which showed FY07 Merit Distribution. Sam plans on sharing the merit distribution with Faculty Senate, the Fiscal Affairs Committee, and the PSC. The handout showed the award amount distribution and compared faculty to professional staff to total

employees. Sam shared that the current distribution process is set up so that no more than 20% of eligible employees can receive the lowest or the highest merit amount. This policy was created to avoid having eligible employees receive the same amount. Merit award amounts are as follows; \$1000, \$1,500, \$2,000, \$2,500, \$3,000, \$4,500. Sam explained that the merit process for a professional staff member is directly linked to their performance evaluation and that eligible employees are automatically considered. This process differs from the faculty process in that the faculty merit process is not directly linked to their evaluations and faculty must apply for merit to be considered. He further explained that in 2004 the Board of Regents amended the performance evaluation policy to include four ratings – excellent, commendable, satisfactory, and unsatisfactory. The changes in 2004 also included the adoption of an “Overall” rating. Currently the bylaw provides that *“An award of merit is expected to recognize the person who has (1) performed at least ‘satisfactorily’ in the areas for which the person is evaluated and (2) is considered meritorious in at least one of those areas.”* Human Resources is proposing to revise the bylaw to state, *“An award of merit is expected to recognize the person who has achieved a summary rating of commendable or excellent in his or her most recent annual performance evaluation.”* Since an “Overall” rating is required, merit eligibility should be contingent on the ‘Overall’ rating. This change will need to be approved at the Board of Regents level.

In addition, Sam suggested that the instructions given on the evaluation form be changed to reflect the “Area” rating to be optional and the “Summary” rating be required. Sam also suggested that the current evaluation form is unduly restrictive offering only a single area to evaluate a professional staff’s performance when their position would typically require a variety of duties and responsibilities to be done. Therefore, Human Resources is recommending a “Free Form” format be developed to give supervisors the flexibility when evaluating their staff. Sam posed the question to the PSC, “Do we like the way merit is administered or do we want to make changes?” During this discussion Sam reviewed alternate ways in which merit could be awarded. This included discussion about different salary models and compensation systems and finding one that is right for our environment. Sam offered to return at a later date for any follow up discussion.

3. Guest Speaker Next Meeting: It was announced that the PSC will have a guest speaker for the March meeting, Audrey Davis, Assistant Director for Gear UP, to discuss mentoring opportunities through CAEO.
4. Community Service: Miranda announced that “Race for a Cure” was approaching, May 5th 2007, and that she was a race chair. Anyone having questions or interested in participating should contact her.
5. Meeting minutes from 11/16/2006 were distributed by email for committee approval.

Meeting was adjourned at 1:00pm

Next meeting will be held on Thursday, March 22, 2007 at 11:30 am in SU 207.