

**Professional Staff Committee (PSC)
Meeting Minutes**

Date: July 10, 2008

Location: Student Union 218

Members Present: Geetha Sendhil (Chair/Student Life), , Miranda Jennings (Finance and Business), Judy Grotts (Thomas and Mack/Athletics), Mary Albrecht (Provost), Cate Weeks (Advancement), Cheryl Tillotson (Ex-Officio/Faculty Senate), Larry Hamilton (Ex-Officio/Human Resources), Kathy Lauckner (Ex-Officio/Faculty Senate Representative)

Members Absent: Stacey Carrillo (Vice Chair/Finance & Business) - Proxy Geetha Sendhil
Peter Kim (Provost) – Proxy Cheryl Tillotson
Angelina Copeland (Student Life),
Sally Hamilton (Research & Graduate College) – Permanent Proxy
Donna Duncan

Time: 11:30 am meeting convened
12:20 pm meeting adjourned

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1. Committee members signed in.
 2. Geetha called for proxies.
 3. Geetha called for Committee/Senate updates
 - a. Faculty Senate update – None
 - b. Elections update- Kathy – Nominations are due by July 15, below is a list of the divisions that need representation and the number of nominations, if any, currently for that division:

- Faculty Senate:

TMC/Athletics	0 nominations
Student Affairs	2 nominations
Administration/Advancement	0 nominations
Business & Finance	1 nomination

- Pro Staff Committee:

Administration/Advancement	1 nomination
OIT	1 nomination
Research/Graduate Studies	0 nominations
TMC/Athletics	0 nominations

- Senate Committees:

Academic Freedom and Ethics	Have nominations
Grievance	Need 5 more nominations

4. Geetha asked for sub-committee updates

- a. Communication sub-committee – Cate – A copy of the web site has been sent to production. Hopefully completed by our August meeting.
- b. Staff Development sub-committee – Cheryl – Dr. Smatresk presented to about 50 people, which went really well. Glad he is finally off the “To-Do” list! ☺ The sub-committee is also debating continuing the speaker series next year.

Professional Staff Development Day- The committee is working on the proposal for the Staff Development Day that they will hold in September or October like last year. Does anyone have ideas for a keynote speaker? The sub-committee is also debating continuing the speaker series next year.

- c. Bylaws – Executive Committee has approved bylaws. The Unit bylaws must be sent to all Professional Staff members for approval. Because we don’t have the budget for red ballots, we will send out an email via UNLV Official with a link to the ProStaff website to approve/disapprove the changes. The committee bylaws do not have to be approved by the entire Professional Staff, so they will be sent to Richard Linstrom for approval.
- d. Orientation – Geetha – August 14th. The subcommittee is working to finalize the Professional Staff time slots; all the speakers we asked agreed to present. Geetha suggested we have a table with information at the end-of-day information session. Kathy and Cate are going to work together to create and print and “fact sheet” to hand out. Cheryl also suggested having a lap-top with PS webpage pulled up for people to view.

5. Elections

Miranda nominated Cate as Vice Chair in case she couldn't fulfill her duties.

8. Action Items:

- Geetha will circulate June and July minutes for review before August meeting
- Geetha will send Kathy Student Affairs Lotus Notes list so she can circulate the nominations for vote for the Senate representation.

Next meeting will take place August 7, 2008 from 11:30 am to 12:45 -- SU room **213**.