

# Professional Staff Committee

MINUTES

9/11/2008

FACE-TO-FACE

LOCATION	Student Union 213
TIME	11:30 am ~ 1:00 pm
CHAIR	Stacey Carrillo
ATTENDEES	Stacey Carrillo; Judy Grotts; Cate Weeks; Angelina Copeland; Geetha Sendhil; Cheryl Tillotson; Peter Kim; Perk Weisenburger; Shellie Brattain; Robin Toles; Jim Thomas
NEXT MEETING	TBD

## ANNOUNCEMENTS

- A. Introductions/Welcome New Members
  - a. Perk Weisenburger; Shellie Brattain; Robin Toles; Jim Thomas

## AGENDA

- B. Expectations
  - a. Attendance
    - i. If unable to attend, member must designate a proxy: either from their unit or within PSC group.
    - ii. If absent 3x without proxy member will be dismissed and another appointment made.
    - iii. PSC service is a 3 year term
  - b. Sub-Committee
    - i. There are 5 different sub-committees; described later.
  - c. Communication with Areas Represented
    - i. It is the member's responsibility to communicate with their units on PSC on-goings.
    - ii. There is not currently a good communication medium for areas represented.
- C. Review Bylaws
  - a. Revised bylaws are still up for approval.
- D. PSC Position Elections
  - a. Last meeting Cate Weeks was nominated as Vice-Chair. Motion was 2<sup>nd</sup> and approved.
  - b. Shellie Brattain volunteered to serve as Recorder. Motion was made, 2<sup>nd</sup>, and approved.
- E. Presidents Advisory Council (PAC)
  - a. President's Advisory Council wants to know what our opinions and issues are.
  - b. Geetha attended the first meeting. The VSIP was discussed
  - c. The President needed feedback from professional staff in very short time period.
  - d. It was discussed that the PSC needs to establish a mechanism for getting this sort of quick feedback for future request.
  - e. Next meeting with President is Sept 23<sup>rd</sup>

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- f. PSC needs to brainstorm for items to take to meeting.
  - g. Stacey attended the last meeting where the focus was on students and PTIs. There was discussion about using distance ed to compensate for PIT shortage. Student Body President proposed communication network ideas.
  - h. PSC need to establish its goals for 08/09 Academic Year to take to the next PAC meeting.
  - i. There was discussion of various options for communications mechanisms; issue based surveys; general issues; personal vs list serve type communications; discussion of using UNLV Today and UNLV Official. The communication sub-committee will meet to review the options presented and return with short term and long term suggestions for solutions. Stacey was going to ask Elora (HR) about getting a Pro-staff email list in the meantime.

F. Senate Updates

- a. Faculty Senate (Phil)
  - i. Phil to send electronic update
  - ii. Faculty Senate chair wants to get PSC more involved and has invited a PSC member to attend the August 18th, Faculty Senate retreat; Cate is going.

G. PSC Sub-committee Updates

- a. Elections Update (Kathy)
    - i. Kathy posted new seats and what's filled on website
  - b. Communication (Cate)
    - i. Committee is looking at updates to the information on the website.
    - ii. They are also looking to get website under web group maintenance.
  - c. Staff Development (Stacey)
    - i. Previously an endowment was set up for use by committee. In 2006 the endowment had enough money to start using it.
    - ii. This year's planning for the Professional Staff Development Day is estimated to cost about \$8k. Most of budget is going towards upgrading sound system. Cate put together proposal and the president funded \$3k. There is discussion about using endowment monies for the residual.
    - iii. Ideas for guest speakers are needed. There was discussion about inviting last years' guest back due to popularity.
    - iv. The committee was also responsible for getting the president's cabinet involved in speaker series. The series has been fairly well attended, but there is discussion of whether or not to continue the series due to time constraints of the cabinet members.
    - v. The committee is also throwing around possibility of using endowment monies as scholarship for professional staff development.
  - d. Bylaws (Geetha)
    - i. Cheryl and Geetha worked on unit and committee bylaws. These included proposals for OIT seat and changes to unit descriptions.
    - ii. Committee bylaws to be approved by August 18.
    - iii. Unit bylaws still up in the air as to how they need to be approved.
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- e. Orientation (Geetha)
  - i. Stacy, Geetha, Mary, Cheryl met with larger orientation committee. The PSC is in charge of professional track. They decided on bringing in speakers to fill extra time that had been allotted.
  - ii. Volunteers needed from PSC committee for round table at the end of the day.
  - iii. PSC agreed to be more of a presence at event and provide more info.
  - iv. August 14th – Volunteers (theater)
    - 1. 7:30am Greeters
    - 2. 9:00am - 9:30 available for show and tell
    - 3. 4:30-6:00pm available for Q&A in reception in ballroom
  - v. Fact Sheet
    - 1. Kathy was working on the fact sheet and it is still in progress.
  - vi. President's Professional Staff of the Year (Cheryl)
    - 1. The committee does calls for nominations in February and in March to review and give recommendation.
- H. Approve Minutes for June & July
  - a. Stacey recommends that Miranda's personal statement be stricken from last month's minutes.
  - b. Cate motioned to approve with change; Robin 2<sup>nd</sup>; approved.
- I. Fall Meeting Schedule – 2nd Thursday of Every Month 11:30-1:00
  - a. September 11<sup>th</sup>; October 9<sup>th</sup>; November 13<sup>th</sup>; December 11<sup>th</sup>; January 8<sup>th</sup>
  - b. Judy suggested moving meeting to 3rd Thursday. No immediate objections, members to check schedules and get back to Stacey.
  - c. It was suggested to alter the time of the meeting to 12:00-1:30pm. No immediate objections, members to check schedules and get back to Stacey.

**ROUNDTABLE**

- J. Any updates/questions/concerns
  - a. None

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Get pro-staff emails by groups from HR	Stacey	
Update on possible meeting date and time changes	Stacey	
PSC website updates	Cate	
Brainstorming PSC goals for academic year	PSC	
Recommendations for communications mediums for PSC	Communication-Sub	
Electronic update from the Faculty Senate	Phil	
Volunteers for New Staff Orientation	PSC	8.13.08 to Stacey