

# Professional Staff Committee

## MINUTES

9/11/2008

FACE-TO-FACE

<b>LOCATION</b>	Student Union
<b>TIME</b>	12:00pm~1:30pm
<b>CHAIR</b>	Stacey Carrillo
<b>ATTENDEES</b>	Stacey Carrillo; Judy Grotts; Cate Weeks; Angelina Copeland; Geetha Sendhil (proxy-Stacey); Peter Kim; Mary Albrecht; Perk Weisenburger; Shellie Brattain; Robin Toles; Phil Burns
<b>NEXT MEETING</b>	Fall Meeting Schedule 2 <sup>nd</sup> Thursday of Every Month from 12:00 to 1:30 pm a. September 11 <sup>th</sup> SU 218 b. October 9 <sup>th</sup> SRWC 1020 c. November 13 <sup>th</sup> SU 218 d. December 11 <sup>th</sup> SU 218 e. January 8 <sup>th</sup> SU 205

### ANNOUNCEMENTS

1) None

### 2) AGENDA

- 3) Presidents Advisory Council (PAC) - Stacey
  - a) Next meeting 9/12 (w/out president) Nancy Tanaka to chair the committee comprised of other campus committee chairs.
  - b) Issues/Concerns to bring to meeting
    - i) How can we most effectively advocate for higher education in the community and with the state legislature? (See Roundtable discussion)  
(1) We support doing something, but need more brainstorming for what to do
    - ii) Due to increase workloads and fewer resources, the committee believes that employees may lose accrued leave making up for lost resources. The committee would like to suggest an increase in the maximums on leave accrual.
  - c) Survey
    - i) PSC has access to survey tool to use for communications to constituents.
    - ii) Suggestions were made to send out 1 question a month on a hot topic for professional staff to solicit feedback.
    - iii) This month's topic is related to discussion in the Faculty Senate Update (see below)
- 4) Flex Time - Stacey
  - a) Any feedback about flex time memo; some unit management are opposed to it.
- 5) Faculty Senate Update - Phil
  - a) It is likely that there will be cuts from higher education; we might have potential influence on where the cuts occur or how to determine what might be saved. The campuses will have the decision on how and where, within the institution, to make cuts

- b) The Program Reduction Task Force is currently helping define fair criteria and process for evaluation for cuts in program areas. They are coming up with what indicators should these programs and/or faculty be judged by (faculty: composite faculty vs FTE...) including centrality to mission of university and service to community.
  - c) The PSC needs to propose similar criteria for professional staff units. Each unit will have some differing criteria. Doing this will give us fair criteria and process to be evaluated by when cuts come.
  - d) Possible suggestions
    - i) Framing our criteria towards faculty and student support to be effective.
- 6) PSC Sub-committee Updates
- a) Communication - Cate
    - i) Short-term solution to provide somewhat personalized informational emails to constituents.
      - (1) An email list broken down by unit is being sent out. Instructions on how to create personal address groups was provided. Representatives are being asked to use these groups to forward messages from the PSC to their respective constituencies. PSC will provide a template of the message to go out and surveys will be used, as appropriate, to consolidate responses.
  - b) Staff Development - Stacey
    - i) A speaker has been scheduled. November 12<sup>th</sup> 8am-10:30am; Ballroom; Greg Ketter
      - (1) He is a motivational speaker that can speak on almost any topic. He's given some suggestions, but if there is something specific that might be of interest, email those ideas to Stacey
- 7) Approve Minutes for August
- a) Approved
- 8) Any updates/questions/concerns/ongoing communication
- 9) Review action items
- 10)Adjournment

Items tabled till next meeting

- 11)PSC Sub-committee Updates
- a) Orientation - Stacey
- 12)Parking Advisory Committee New Members
- a) Erik Schwartz – Thomas & Mack & Athletics
  - b) Craig Caskie – Student Life
- 13)Faculty Senate Retreat - Phil/Cate
- 14)Bylaws - Kathy/Phil
- a) Update
  - b) History
-

15) ROUNDTABLE

16) There was feedback about gender representation in the PSC; the current committee is a more balanced than in previous years. Research would need to be done, but Stacey believes that the current ratio of women to men among professional staff is higher.

17) Question posed: How can we most effectively advocate for higher education with the state legislature and the community? Do we mobilize the student population to raise awareness; activist responses; does this committee feel it appropriate to rally around our opinions surrounding education budget cuts; what is the best approach?

a) Suggested possibilities

i) Case study of: A Day Without Professional Staff?

ii) Some of the service area questions posed in the Standard Five documents for accreditation could be applied to all professional staff areas to demonstrate how the professional staff in each area support the central mission of the institution and its community.

18) Some faculty have indicated that they might want a faculty only Faculty Senate. Is there value to having PSC as a sub committee to Faculty Senate or be out on our own?

a) There are many that think that it's a good symbiotic relationship as it is. Many issues are cross group and benefit from larger voice; it's up to PSC to bring issues forward and then determine if we are being filtered and move them on if so; there are many mirrored issues that benefit from the larger voice of the combined groups.

19) Question was posed: Why can't donate leave to classified staff? Would require more discussion.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide examples of what faculty measures are going to look like; provide summary and survey question to ask professional staff	Phil	Monday 9/15
Professional Staff emails in excel for address groups.	Cate	Friday 9/12
Introductory email from PSC.	Stacey	Monday 9/15
Summary for this month's hot topic	Phil	Monday 9/15
Email distribution on this month's hot topic.	PSC Reps	Sometime next week after template message is received.
Motivational Speaker Ideas (see Staff Development Day)	PSC	Friday 9/12