

# Professional Staff Committee

MINUTES

10/9/2008

FACE-TO-FACE

LOCATION	<b>SWRC 1020</b>
TIME	12:00pm
CHAIR	Stacey Carrillo
ATTENDEES	Stacey Carrillo; Judy Grotts; Cate Weeks; Angelina Copeland; Geetha Sendhil (proxy-Stacey); Peter Kim; Mary Albrecht (proxy-Stacey); Kathy Lauckner; Shellie Brattain; Robin Toles; Phil Burnes; Cheryl Tillotson; Wonda Yuhasz (guest)
NEXT MEETING	Fall Meeting Schedule – 2 <sup>nd</sup> Thursday of Every Month from 12:00 to 1:30 pm September 11 <sup>th</sup> SU 218 October 9 <sup>th</sup> SRWC 1020 <b>November 13<sup>th</sup> SU 218</b> December 11 <sup>th</sup> SU 218 January 8 <sup>th</sup> SU 205

## ANNOUNCEMENTS

- A. Wonda Yuhasz will proxy for Shellie Brattain for the next several months.
- B. Volunteer recorder for next month: Cate Weeks; Will rotate for each month

## AGENDA

- C. Approve Minutes for September
  - a. Approved
- D. PSC Sub-committee Updates
  - a. Communication (Cate)
    - i. There were approx 70 respondents from the survey. The results were shared with chair of faculty senate and Dr Fain and were found to be very helpful. Survey is becoming a good tool for reaching out to prostaff.
    - ii. This year we'll focus on collective communication and saved targeted unit communications for next year.
    - iii. Kathy had not received email, and concerned that others may not have received it. With next's month's question, we'll send out an announcement through multiple venues for gathering prostaff emails for list serve.
    - iv. Suggestions are being taken for questions to be proposed on a monthly basis. With each month's question we'll summarize the previous month's survey and what was done with the results
      - 1. Phil to write a blurb on how the info for the last month was presented to faculty senate.
      - 2. The scale will be summarized for this first month.

- v. Question Suggestions: survey suggestion: Here are some issues that have been brought up. "Which are most important to you?" Subsequent months will focus on each in prioritized order with additional follow-up questions that can be presented to appropriate executive level.
  - 1. Prostaff unit bylaws (do we blend them or keep separate)? Faculty senate wants to have an all faculty senate and separate prostaff. Concern is that hearing panels might not be made up of representative selection of faculty/prostaff. There might be circumstances that only apply to one body or another and the other body wouldn't need to vote. (verbiage would need to be addressed) There is a question of if the bylaws state "Faculty" it applies to administrative and academic. (see Faculty Senate & Retreat updates)
  - 2. Prostaff workloads tying into faculty workloads. How is it effecting moral; are they balanced to avoid losing good people?
  - 3. Merit issues in light of budget issues. Do we continue to process merit and possibly bank it for better economic times; bank a certain percentage?
  - 4. Increase in maximum accrual for vacation time? In light of budget cuts many people won't be able to take leave and may lose it if accruing over the max. How many prostaff face this; How much leave are they losing; Should we pursue this to the BOR; Is it an issue statewide? (see PAC update)

- b. Staff Development (Stacey)

- i. November 12<sup>th</sup>
- ii. Name change suggestions
  - 1. Prostaff Community Development Event (motioned; 2<sup>nd</sup>; approved)
- iii. Volunteers; Attendance. Email forthcoming for volunteers.

- c. Orientation (Stacey)

- i. A "Thanks" to all those that volunteered
- ii. There may be forthcoming changes on possibly separating academic and administrative orientation tracks for more targeted presentations.

- E. Presidents Advisory Council (PAC) (Stacey)

- a. Focus of previous meeting was on student issues
  - b. Stacey brought forth issues about prostaff losing leave and not being able to take leave in budget crises. Any changes in maximum accruals would need to go to the BOR. Possible question for EOM
  - c. Next meetings, October 9<sup>th</sup> and 16<sup>th</sup>
  - d. Issues/Concerns to bring to meeting
    - i. Issues to take to the subsequent PAC meetings
    - ii. After next month's survey, we might have a better handle on important issues and concerns from prostaff that would need to be addressed at this level
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- F. Faculty Senate Retreat (Phil/Stacey)
  - a. There was some confusion between unit bylaws and committee bylaws. The faculty Senate has them and they are being reviewed.
- G. Faculty Senate Update (Phil/Kathy/Cheryl)
  - a. Unit bylaws pertain to all professional staff; what protections do we have under those?
  - b. Committee bylaws are how the sub committee runs itself
  - c. Phil to ask Richard Linstrom if we should be looking at a re-working of the unit bylaws or do the faculty bylaws already cover us.
- H. Bylaws (Kathy/Phil)
  - d. Update
  - e. History
- I. Adjournment

**ROUNDTABLE**

- J. Any updates/questions/concerns
  - a. Kathy was asked if the Wellness Center could be incorporated into the next Corporate Challenge events. Phil will pass the information on to his unit and direct to Kathy for additional questions.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Summary on how the survey information for the last month was presented to faculty senate.	Phil	10/15/2008
Email: Call for volunteers for "Prostaff Community Development Event" Ask Richard Linstrom if we should be looking at a re-working of the unit bylaws or do the faculty bylaws already cover us.	Stacey	10/15/2008
SWRC and Corporate Challenge cooperative	Phil	Next Meeting
	Phil/Kathy	Ongoing