

Professional Staff Committee

MINUTES

Nov. 13, 2008

FACE-TO-FACE

LOCATION	Student Union
TIME	12 noon
CHAIR	Stacey Carrillo
ATTENDEES	Members attending: Stacey Carrillo; Cate Weeks; Angelina Copeland (proxy-Cate); Shellie Brattain (proxy-Wonda Yuhasz; Peter Kim; Mary Albrecht; Robin Toles Ex-officio attending: Phil Burns, Kathy Lauckner, Amy Brooks Absent: Perk Weisenburger; Jim Thomas, Judy Grotts; Geetha Sendhill
NEXT MEETING	December 11, 2008

ANNOUNCEMENTS

1. Amy Brooks, Senator At Large, introduced.

AGENDA

- A. October Meeting Minutes approved
- B. Staff Development Subcommittee Update —
 - a. Stacey reported that the Nov 12 Pro Staff Community Development Event attracted 213 respondents.
 - b. Representatives reported receiving overall positive feedback from employees in their units. Feedback on the keynote was mixed: some felt he was a very engaging speaker, but provided little information.
 - c. Cate distributed a copy of the program evaluation. More than 70 people had responded within three hours. Cate will email survey results to entire committee after more come in.
 - d. Stacey noted that the budget might be an issue when conducting the event next year. Additional sponsorships might be necessary.
- C. Communication Subcommittee—
 - a. Survey – Stacey and Cate reported that the survey was tabled in the midst of planning for the development event. They also discussed needing more clarity on questions as well as what use the information will be. Stacey noted that the proposed survey was asking what issues pro staff were facing right now; however, those issues are already known (workloads and the possibility of layoffs. Discussion focused on the need to ask for solutions.
 - b. Discussion followed on:
 - i. Creative ways to share staff
 - ii. Employee recognition – With raises not likely during the budget cycle, how else can employees be recognized? Should the Pro Staff Member of the Year Award program change/expand?
 - iii. Support for staff in dealing with stress

- iv. Communication as the state grapples with budget shortfalls — After some discussion on how to generate more feedback from employees, it was noted that there are already mechanisms for getting feedback to the president’s office through the PAC and especially the budget website. Discussion followed on the need for more communication from the administration back to employees – even if the message is “We have no new information.”
 - 1. More town hall meetings
 - 2. Regular email updates during the legislative session
 - 3. Would like a report on what was done with the ideas generated during last round of cuts (For example, what was implemented from the ideas employees forwarded to the administration through the website? What ideas were not, and why?)

D. Faculty Senate Update –

- a. Phil discussed the pro staff bylaws with general counsel. Pro staff are covered by current bylaws, but there are discrepancies between the various bylaws. At some point all the bylaws will need to be revised, but now is not the time to tackle that.
- b. Phil reported back that extending leave is doable, but it will need to be taken through the proper channels.

E. President’s Advisory Committee

- a. Membership changes: Gale Sinatra has joined as PAC chair; Christian Hardigree, as president’s chief of staff, also now on committee. Bryan Spangelo, immediate past president of the Faculty Senate, was acting as chair. Christ Hardi is on the committee and her role is to move it forward.
- b. The need for better lists was brought up at a previous PAC meeting. OIT’s Lori Temple attended last council meeting to update the PAC on the issue and UNLV is developing lists to communicate with employees by their position type. Moderators will need to be identified. Stacey will follow up with email to solicit feedback on this.
- c. At next PAC meeting, Stacey will forward the committee’s feedback that more communication from the administration is needed through the legislative session. She will also share the feedback from development event.

ROUNDTABLE

- 1. Kathy reported that she has been involved with a student anti-smoking group and discussed the idea of making Pida Plaza a smoke-free zone, at least during the group’s Stomp Out Smoking week. She proposed that the PSC support the effort. PSC members noted that they would want to the students to formally ask for the PSC’s support. They also noted that further feedback from constituents would be needed before supporting the effort.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Summary on how the survey information for the last month was presented to faculty senate.	Phil	
Solicit feedback from constituents regarding Pida Plaza as a smoke-free zone	All PSC representatives	Next meeting

