

Professional Staff Committee

MINUTES

1/9/2009

FACE-TO-FACE

LOCATION	Student Union 205
TIME	12 noon
CHAIR	Stacey Carrillo
ATTENDEES	Stacey Carrillo; Judy Grotts; Cate Weeks; Angelina Copeland; Geetha Sendhil; Peter Kim; Larry Hamilton; Mary Albrecht; Kathy Lauuckner; Shellie Brattain; Robin Toles; Perk Guest: George Dombroski
NEXT MEETING	

ANNOUNCEMENTS

- A. Next President's Advisory Council meeting is Jan. 28th
- B. Guest Speaker George Dombroski was asked to speak because there is confusion about the staff layoff processes, particularly how the process works for classified staff. He explained that classified layoffs are not an individual personnel action. Before permanent full-time classified staff can be laid off, the state must first eliminate emergency, temporary, provisional and probationary employees. Once a position is identified for elimination, permanent employees in that position are laid off by seniority. Layoff employees have options to transfer laterally, take a voluntary demotion to another position (even if that position currently filled), voluntarily demote to former class, or go on state's reemployment list. This process means there is great potential for "seat changing" or bumping staff.

AGENDA

- C. The December meeting minutes were approved.
 - D. Communication subcommittee report — The PSC now owns the UNLV Professional Staff group list on Lotus Notes. Discussion addressed the need to not overuse the list or to rely solely on the list to distribute information. The Communication Subcommittee will develop guidelines for using the list (e.g., messages must specifically apply to professional staff).
 - E. Awards committee – This committee currently includes Judy, Peter and Perk. Stacey will set up the initial meeting, but noted that the committee needs a chair. Past-chair and former PSC member Cheryl Tillotson will attend first meeting to help transition the program. Stacey is getting some confirmations from the president's office regarding the structure and award funding; she will report back to the committee. Consensus was that the award needs to be more visible on website. Members also felt it could be revamped to also recognize employees with less seniority. The committee is charged with developing a proposal for enhancing the program.
 - F. Faculty Senate Updates – none beyond the communication that the Senate chair is distributing. Phil noted the need for employees to pay attention to the PEBP and SAGE proposals on benefits. Phil said he will send further information for distribution on the PSC listserv.
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- G. Kathy announced that the senate seat for athletics is empty and needs to be filled. note on listserv
- H. Annual/Sick Leave Cap – Geetha reported a few constituents are having trouble taking leave in short-staffed areas and they requested that the PSC consider working to amend the annual leave policy to increase the cap on the number of days that can be accrued. Discussion involved the benefit this might have for morale during tight times. Perk discussed alternatives to losing days (nonmonetary compensation). Discussion turned to what the committee can actually do and if the committee has enough information beyond anecdotal that it is actual problem. The consensus was that the issue boils down to individual employee/supervisor issues. Wonda noted that the PSC could include some tips on handling workloads and wellness issues in its next update email

ROUNDTABLE

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop guidelines for listserv use	Communications Subcommittee	Feb Meeting
Coordinate e-mail update	Communications Subcommittee	Feb Meeting
Draft message about senate seat vacancy for e-mail	Kathy	Feb. 1
Schedule first Awards Subcommittee meeting; invite Cheryl	Stacey	February