

Professional Staff Committee

MINUTES

5/21/2009

FACE-TO-FACE

LOCATION	Student Union
TIME	
CHAIR	Stacey Carrillo
ATTENDEES	1.Shellie Brattain 2.Geetha Sendhil 3.Peter Kim 4.Peter Kim is proxy for Mary Albrecht 5.Stacey Carrillo 6.Stacey Carrillo is proxy for Perk Weisenberg 7.Kristene Fisher is proxy for Robin Toles 8.Angelina Hill 9.Phillip Burns 10.Cate Weeks 11.Judy Grotts
NEXT MEETING	

May 14th SU 222 12:00pm-1:30pm

ANNOUNCEMENTS

- A. List all announcements made at the meeting. For example, new members, change of event, etc.

AGENDA

- B. Committee Members or Designated Proxy Sign In
- C. Approve Minutes for March Stacey
 a. Approved
- D. PSC Positions Discussion Stacey
 a. Vacancies – 2 F&B, 1 SA, 1 Advancement
 i. Elections for PSC committee members is in May
 ii. Phil will start working on filling vacant PSC positions and additional promotion.
 iii. The possibility of electronic ballots and nomination forms was discussed. Stacey and Phil will get together to decide if that's possible.
 b. 09/10 Chair, Vice Chair, Recorder positions
 i. Next meeting we will be nominating for these positons. If there is interest, contact Stacey
 ii. Sub-committee Chair Vacancies – Development Fund, Pro Staff of Year
 (1) It is the responsibility of the next chair to fill these positions; if interested contact Stacey.
- E. Presidents Advisory Council (PAC) Stacey
 a. Issues/Concerns to bring to meeting
 b. Meetings – April 20th & 22nd
 i. Send Stacey any agenda items for PAC by 4/20
- F. CAC/PSC Joint Charge Stacey
 a. Ad hoc Committee members selected
 i. There was much more faculty interest than prostaff for this committee. That might be due to confusion about what the committee's charge is. The committee is made up of two sub com-

mittees. One focused on governance (chaired by the prostaff co-chair). The second focused on grad studies (chaired by the faculty co-chair). Each ad hoc co-chair will serve as the ex-officio for the other sub committee. The current chairs of PSC and CAC serve as ex-officio for ad hoc committee;

- ii. co-chair: Ralph Reynolds & Stacey Carrillo?
- iii. President to send out formal letter

G. Update on Faculty Senate

- a. Elections Phil/Kathy/Amy
 - i. 2 faculty senate seats and 2 at large (prostaff) available
 - ii. Ballots went out, April 13th deadline
 - iii. There is a need to simplify and change voting process to make it easier and less confusing for campus.
 - iv. Executive committee elections finished: prostaff rep is Cheryl Tillotson

H. PSC Sub-committee Updates

- a. Professional Staff Member of the Year Stacey
 - i. 2009 recipient selected – Director of Health Sciences (Vaune)
 - ii. Nominees
 - (1) Angie Doran
 - (2) Christophehr Kypuros
 - (3) Claytee White
 - (4) Eric Lee
 - (5) Gina Strebel
 - (6) Karl Reynolds
 - (7) Kathy Lauckner
 - (8) Michael Wilde
 - (9) Pam Gallion
 - (10) Pat LaPutt
 - (11) Ross D Bryant
 - (12) Tom O'Dou
 - (13) Vaune Kadlubek
 - (14) Warrn Cobb
 - iii. Academic Awards Ceremony 4/23/09
 - (1) Ham Concert Hall 3:30pm
- b. Communication Cate
 - i. Guidelines for using listserv
 - (1) Mission of listerv: committee communication to prostaff from PSC or pertinent issues

I. Classified Staff Awards Ceremony 4/27/09

Kristene

- a. Volunteers needed
 - i. SU Ballroom: budget cut 50%
 - ii. Asking for volunteers to help clean up afterward. Contact Kristene
 - iii. Shellie volunteered to help put videos on a website
 - iv. Volunteers need at 3:30pm

J. National Organ Donor Awareness Month - Phil

- a. Campus members are on lists for kidney transplant. Might be others across campus.
- b. Awareness group wants to reach out to campus to promote awareness and others who have been touched by this

K. Any updates/questions/concerns/ongoing communication

L. Review action items

M. Adjournment

ROUNDTABLE

- N. Master calendar issues. Kristene brought up issues with the current master calendar and its inaccuracies and lack of support. Cate mentioned that web service's new content management system has a calendaring feature that might meet this need. Shellie has mentioned to upper management the desire to re-write and/or modify current application.
- O. Student affairs is evaluating a wiki and has asked if any other groups on campus have evaluated or are in need of a wiki too. Shellie suggested also trying out Lotus Notes' wiki template.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide boiler plate for listerv messages about it's purpose.	Cate	
Agenda items for PAC	PSC members to Stacey	4/19/09
Videos and info for classified awards	Shellie & Kristene	