

# Community College of Southern Nevada

## Professional Standards Committee Meeting Minutes - December 2, 2005

10 – 11:30 am

Charleston Campus  
Building “A” Room 210 “T”

**Call to Order:** By Susana Contreras deFinch at 10:05 am.

**Roll Call:** The following persons were in attendance: Caroline Bass, Susana Contreras deFinch, Joe Cracraft, Scott Helkaa, Ginny Martin, Valerie Smith, Richard Williams and Jean Wolff. A quorum was established.

**Approval of Agenda:** The agenda was approved as written.

**Approval of Meeting Minutes:** September 16, 2005 minutes were approved as written.

**Announcements:**

1. Committee meetings were not held in October or November since no applications were received requiring action.
2. Copies of the following documents were distributed:
  - a. *Board of Regents Handbook*; Title 4, Chapter 3, Section 32 Community College Professional Advancement Program
  - b. *NSHE Procedures and Guidelines Manual, Revision 11/05*; Chapter 3-Salary Schedules which includes Section 3 Community College Professional Advancement Program

**Unfinished Business:**

1. **ONE faculty member** – Has been moved to column 4 with retroactive pay to July 1, 2005. Upon request, Jean Wolff met with CCSN attorney Bart Patterson regarding the faculty member’s column movement. Bart explained that retroactive pay can only be awarded for the current calendar year and therefore was not awarded back to date of hire as recommended by this Committee. In the very near future, Human Resources will institute an official ‘grace period’ following signing an employment contract during which the employee has the opportunity to ‘challenge’ contract details. After which, the contract will be binding.
2. **ONE faculty member**– Appealed to the Faculty Senate Executive Committee graduate credits awarded by the PSCCommittee in 2003. The Executive Committee upheld the PSCCommittee’s actions and did not award additional credits.
3. **ONE faculty member**– Awarded retroactive pay to July 1, 2005 by HR.
4. **Equivalency of quarters vs. semester hours** for purpose of professional advancement – When calculating graduate credit hours, quarter credits will be equated to a sixteen-week semester; one quarter hour is 67% of a semester hour. This is the same ratio applied at all Community Colleges in NSHE.  
Resource: The NSHE Procedures and Guidelines Manual; Chapter 3, Section 3.B.3.
5. **Market Factor contracts at CCSN** –In May 2005, HR indicated there were 40 ‘market value’ positions at CCSN. No other information about other institutions in NSHE has been provided by HR to date.

**New Business**

**A. New Applications**

Applicant	Application Focus	Committee Action
ONE faculty member	<i>Occupational Related Coursework</i> Turning Theory into Practice: The Next Steps in e-HIM 8 clock hrs completed 11/29/05	RECOMMEND APPROVAL Pending certificate of attendance

**B. Communication with employee regarding contracts** – Members of the committee voiced concern that, at the time of hire and/or contract signing, employees are not fully informed of the contract alternatives. New hire packet should include information on contract options, i.e. tenure, non-tenure, market value as well as the pros and cons. Market Value contracts hold no potential for salary advancement for future advanced education.

- C. Meeting with Human Resources** – It was suggested that Susana meet with Tom Peacock from HR to discuss
- a. consider one representative from PSCCommittee be present when salary column placement is being considered for new faculty
  - b. Stories of ‘must sign today’ even if the information was not correct
  - c. New faculty orientation should include a presentation by PSCCommittee
  - d. HR representative on PSCCommittee

- e. Persons who sign contracts for market value must be informed that there is no pay incentive for advanced education.

**D. Column 4 description contradictory** in NSHE Procedures and Guidelines Manual – Chapter 3, page 17 and page 22 have different wording for description of Column 4. The Committee is concerned that the description on page 17 is confusing and could be misleading. HR will be contacted about this issue.

**Next Meetings:** Feb. 3, March 3, April 7, May 5, 2006  
Time: 10-11:30 am  
Place: Charleston Campus, Building “A”, Conference room 210 “T”

**Adjournment:** 11:30 am

Respectfully submitted,

Susana Contreras deFinch, Chair  
Professional Standards Committee