

Community College of Southern Nevada

Professional Standards Committee

Meeting Minutes - February 3, 2006

10 – 11:30 am

Charleston Campus

Building “A” Room 210 “T”

Call to Order: By Chair, Susana Contreras deFinch at 10:02 am.

Roll Call: The following persons were in attendance: Natalie Odom (proctor for Caroline Bass), Paul Billings, Susana Contreras deFinch, Scott Helkaa, Richard Williams and Jean Wolff. A quorum was established.

Guests from HR: Tom Peacock, Associate VP for Human Resources and Tina Petrie, Interim Director of Personnel

Approval of Agenda: The agenda was approved as amended.

Approval of Meeting Minutes: December 2, 2005 minutes were approved as written.

Announcements:

- A. Thank you Susana for baking a cake and bringing coffee for our meeting.
- B. Welcome to Tom and Tina from HR.
- C. An updated list of members was distributed.

Unfinished Business:

- A. **Market Value contracts at CCSN** – According to Tom Peacock, positions that are posted and hired as ‘market value’ are determined by the NSHE Salary Variance Committee with input from CCSN VP for Academic Affairs, HR and other pertinent individuals. ‘Market Value’ is typically used for difficult to recruit positions, i.e. nursing, math/science, etc. The individual can be placed up to step 15, but is not eligible for tenure.
 - a. What information does an employee who signs a ‘market value’ contract get regarding professional advancement?
 - 1) HR gives each employee a list of advantages and disadvantages of a ‘market value’ position. This includes that it is a non-tenure position and that they may not use the Professional Advancement Program for advancement on the salary schedule. ***Tom Peacock will send the committee the list of advantages and disadvantages given to employees before they make a contract decision.***
- B. **Consultation with HR**
 - a. The Committee called HR attention’s to discrepancy in wording describing Column 4 in the NSHE Procedures and Guidelines Manual (Rev. 2 – 11/05) Chapter 3, Page 17 & 22. The different wording will cause problems for this committee if not corrected. ***Tom Peacock and/or Tina Petrie will notify NSHE for correction.*** Tom Peacock indicated that Bart Patterson supports placing employee in the salary column most beneficial to the employee.
 - b. Consider one representative from PSC be present when salary column placement is considered for new faculty. HR does not see how this would be logistically possible. There are also confidential issues to consider.
 - 1) Legal council is considering a policy to allow employees 90 days after signing a contract to contest the details of the contract. This would give the employee time to seek out further information or advice. HR feels if the PSC agrees with this concept the committee might develop a letter of support. ***Chair Contreras deFinch will develop a letter of support addressed to Tom Peacock.***
 - c. Stories of ‘must sign contract today’ even if the information is not correct.
 - 1) Tom will talk to his staff about this. If there is a problem with the contract details, Tom should be notified and he will accommodate the employee. The employee can also make a notation on the contract of the discrepancy.
 - d. Consider presentation by PSC at new faculty orientations.
 - 1) HR welcomes PSC at new faculty orientations. ***Chair Contreras deFinch will develop short PowerPoint presentation for orientations.*** This may also be placed on PSC webpage. ***Tom Peacock will send Chair PSC dates of new faculty orientations.***
 - e. Consider HR representative at PSC meetings.
 - 1) HR feels this would be beneficial to all. ***Tom Peacock will see that one HR representative attend each PSC meeting.*** This representative would attend without voting privileges. ***All PSC members will put Tom Peacock, Tina Petrie and Diana Cox on the PSC e-mail list.***

- C. **One faculty member** – HR has moved her to column 4, however the issue of back pay has not been resolved. CCSN legal council and president are still looking at this issue and HR hopes it will be resolved soon. *Once the issue is resolved Tom Peacock will send the PSCCommittee a rationale for the decision.*
- D. **Oregon Website** - Tom Peacock suggested the PSC refer to the website that the state of Oregon maintains to expose ‘diploma mills.’ The PSC has used this website in the past and will continue to refer to it as needed. www.osac.state.or.us
Chair Contreras deFinch will place this website on the PSC web page.
- E. Tom Peacock noticed the address and phone number at the top of all applications for professional advancement needs to be changed to the Charleston campus address. *Jean Wolff will do this and distribute new forms to the members. Chair Contreras deFinch will replace old form on the web page with the new ones.*

New Business

A. **New Applications**

Applicant	Application Focus	Committee Action
One faculty member	<i>Request movement to column 5 as of 7/1/06</i> Awarded EdD 12/31/05 from Nova Southeastern University	RECOMMEND APPROVAL

- B. **Bylaws**
Jean Wolff and Paul Billings will review the bylaws for needed updates. Will report at next meeting.

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

Adjournment: 11:05 am

Respectfully submitted,

Susana Contreras deFinch, Chair
 Professional Standards Committee