

Staff Association Minutes
July 19, 2001

Attending: Marlo Jensen, Dale Orton, Bill Moody, Brent Johnson, Tammy Melton, Cindy Mitchell, Paul Morris, Jean Huntsman and Dialea Adams. Guest: Wes Brinkerhoff.

- 1) Call to order to begin meeting by Marlo Jensen at 3:10 pm
- 2) Introduction of Staff Association executive committee members. Marlo invited the individual committee members to introduce themselves.
- 3) Officers Report
 - A. President: Marlo gave a brief overview of the board member responsibilities and committee assignments that need to be filled. The UNLV attitude survey will be delayed further, update to committee as it becomes available.
 - B. President-Elect: no report
 - C. UHESA activity report: Wes gave a summary report of the board and said that there are 2 voting delegates per institution. Travel budget issues were discussed.
 - D. Treasurer: The treasurer will continue with the responsibility of sending a plant or flowers to staff employees that have lost a family member.
- 4) New Business
 - A. General Staff Association meeting on August 13, 01. Motion made by Dale to combine 'sit-down' meeting with fall social and have only one meeting. Second on motion made by Bill. Vote unanimous.
 - B. Opening Social will be coordinated through Tammy and Joyce Messer. The social will be held at either the mountain center or on campus on August 14, 01. The cost will be \$5/person with an invitation to spouses or guests. Budget of up to \$1000 towards fall social meal and up to \$150 for door prizes.
- 5) Committee Reports (assignments)

Assignments were made to various committees as outlines in the SUU policies and procedures manual. The three ad hoc standing committee assignments were:

 - [1] Social Affairs—Tammy Melton committee rep with Joyce Messer as chair
 - [2] Professional Improvement—Dale Orton, chair
 - [3] Salaries & Institutional Governance—Brent Johnson
- 6) Executive Session

- 7) Motion for Executive Session made by Brent Johnson, seconded by Dale Orton.
Vote unanimous.

- 8) Adjournment motion made by Dale Orton, seconded by Paul Morris. Vote
unanimous. Adjourned at 4:50 pm.

OUTLINE FOR PRIORITIZATION HEARINGS

Introduction

During the months of September and October, each dean or director is to schedule a hearing with the unit's faculty and staff. The purposes of the hearings are:

- Review data submitted during the prioritization process
- Review the prioritization recommendations for the college
- Receive comments on the recommendations

The **dean or director is responsible** to (1) schedule a location for the hearing and notify all attendees, (2) prepare handouts and other information for the hearings, and (3) arrange for the hearings to be recorded.

The interim provost and associate provost will attend each hearing, as will Faculty Senate senators.

Proposed Schedule *(Revised)*

College of Performing and Visual Arts:	Friday, September 21, 3-6 p.m., GC 107
ATE Programs:	Tuesday, September 25, 3-6 p.m., ELC 405
College of Business and Technology:	Friday, September 28, 3-6 p.m., BU 308
Library:	Thursday, October 4, 3-6 p.m., LI 002
College of Science:	Thursday, October 11, 3-6 p.m., SC 114
College of Humanities and Social Science	Friday, October 12, 3-6 p.m., CN 227
Information Technology	Tuesday, October 16, 3-6 p.m., ELC 518
College of Education	Thursday, October 18, 3-6 p.m. OM 309

Meeting Plan *(Revised)*

1. The dean will conduct the hearing and explain the purpose of the hearing.
2. The dean will summarize the data and information on which scoring occurred
3. The dean will review the scoring of the programs of the college.
4. The dean will summarize the recommendations
5. The interim provost will review the provost's scoring of programs within the unit.
6. The interim provost will summarize recommendations that are exceptions to the dean's recommendations for the college.

Questions and comments on the recommendations will be received.

7. The meeting will conclude with a review of "next steps" and time line for implementation.

**PROPOSED IMPLEMENTATION TIME LINE
FOR PRIORITIZATION RECOMMENDATIONS**

Note: Because the new general education program and the revised mission/vision/goals statements are being "finalized," during the same time period, Fall semester 2001 is intended for hearings and revisions and for departmental curriculum and program revisions necessary for the 2002 catalog.

September and October 2001. Complete unit hearings. Deans and Provost modify recommendations as needed. Where there is agreement on administratively implementing the recommendations, deans will implement for the 2002 catalog.
November 2001. Deans' Council and Faculty Senate consider recommendations for the President.
December 2001. Deans' Council and Faculty Senate submit final recommendations to the President.
February 2002. President reviews recommendations and issues recommendations to the campus community.
March 2002. Comment period on the President's recommendations.
April 2002. Final report and recommendations submitted to the Board of Trustees. President authorizes selected recommendations for administrative implementation. Board of Trustees acts on other recommendations.
May 2002. Prioritization report and recommendations submitted to the Board of Regents with requests for appropriate action, as necessary by the Regents.
July 2002. Approved organizational and structural recommendations are implemented. The 2002-2003 academic year is the primary time period for implementation of the approved academic recommendations.
Fall semester 2002. Approved programmatic recommendations are implemented.
November 2002. Catalog text revisions reflect programmatic recommendations.