

PSO Executive Committee Meeting

Monday August 17, 2009

2:00 pm, OM 413

MEETING NOTES

Present: Sue Hoidal, Lea Aune, Lin Stefan, April Markiewicz, Randy Senf, Rick Stefani, Paul Mueller, and Pam Gibson

- **PSO General Business**

- *Approve July 14th Meeting Notes* – Lea and Sue had minor corrections to the meeting notes. Randy moved, Pam seconded to approve the notes as amended. Motion passed unanimously.
- *Meeting with Chyerl*
 - Extra personal day – Lea provided 2008 vacation leave data for pro staff. According to HR's records 65 pro staff (out of ~380) forfeited vacation leave averaging 69 hours per pro staff. The forfeitures were due to vacation leave balances in excess of the 240 hour limit that were not used before the employee's anniversary date. Currently there are 15 pro staff that have forfeited vacation leave averaging 64 hours per pro-staff, with 4 getting extensions. Chyerl has recommended that since pro staff are not using the leave they accrue now, providing an extra personal day would not seem to be the best benefit for the most staff. She suggested seeking other ways or mechanisms to benefit pro staff. She does encourage staff to take vacations and is working on promoting the wellness program for staff.
 - Additional workloads for pro staff – Some staff have been asked or have volunteered to take on added pro staff duties and responsibilities given the hiring freeze and lay offs. If the level of responsibility and assigned duties have changed significantly the pro staff should fill out a Position Review Form to have the position title, grade, and/or compensation level updated if warranted.
 - WTA Rates – Sue reported that WTA rates will remain the same for students, but will increase by approximately \$50 for faculty and staff for an academic year bus pass, unless the rate increase has been bargained in a union contract.
 - Direct Deposit – HR is now providing the form online so that employees can sign up to have their paychecks deposited automatically in their bank or credit union.
 - Employee Performance Analysis System (EPAS) – The EPAS will be used to evaluate administrators and pro staff, though there is potential for it to be used to evaluate faculty. It is currently being piloted in BFA with initial release targeted for this month. The linkage of EPAS with compensation is expected to be completed by early next year. Randy asked whether statistics could be generated by the system to show supervisor rating averages so that evaluation reviewers can judge an individual evaluation in relationship to a supervisor's evaluation trends. Lea will check to see whether that feature is available.

- Awards – Sue reported that Chyerl has suggested changing the PSO Job Performance Award to a PSO Leadership Award. After some discussion the consensus of the group was to retain the PSO Job Performance Award since most nominees are evaluated on that aspect of their job and possibly have the PSO Distinguished Staff Award we are still developing include leadership as one of its criteria. Pam will be attending the awards review committee meeting and will find out more information then.
 - Update on open BFA position – Sue reported that she did not receive any responses from staff to the message she sent out over the PSO listserv requesting volunteers. She talked with Kathy Wetherell who suggested several staff in BFA that Sue should contact. Sue will follow up and contact the four to five people on the list. April suggested that if there is someone interested s/he should provide a letter of interest for us to consider. April also mentioned that when we were unable to get volunteers from a specific division in the past we then opened the nomination pool to any pro staff in the other divisions.
 - Meeting with VP Kathy Wetherell – Sue will meet with her quarterly and feels very positive about the relationship of the PSO Executive Committee with VP Wetherell.
 - President Shepard Review Committee Updates – The six member PSO committee to review President Shepard and participate in the September 23rd interview at 2:00 pm consists of Sue, Paul, Lin, Leah, Pam, and April.
 - Items to take to President’s Cabinet – The President’s Cabinet met that morning and the President is recommending that the Executive Policy Group (EPG) be disbanded and its duties taken over by the Cabinet since many of the same people are on each. Wendy Bohlke is in the process of taking suggestions regarding the EPG from the survey conducted in the spring and updating the website to make it more user friendly.
 - Staff Arts & Crafts Chair/Co-Chair Positions Update – Sue has informed Nancy Phillips that we support her and Linda Strock co-chairing the 2010 Staff Arts & Crafts Show.
- **Committee Updates**
 - Salary & Benefits Committee Policy/Procedures Update – Lea plans on getting comments and proposed changes from HR back to April in the next week or two.
 - PSO Distinguished Employee Award – See above. Pam will provide an update at our next meeting.
 - UPRC Report – Randy reported the committee has not met since April.

- **Items from the Floor**

Nicole Goodman contacted Paul regarding the PSO listserv and whether new pro staff employees are subscribed automatically. Paul stated he contacted the person first and told them he was going to subscribe her/him unless s/he contacted him. After some discussion Paul will arrange with HR to get the names of the new employees and subscribe her/him automatically. He will also receive notices of those employees that have left Western and can be removed from the listserv.

April reported we currently have \$883.96 in our FOPES (PSO) account.

Meeting adjourned at 2:58 pm.

Meeting Notes approved September 15, 2009