

## PSO Executive Committee Special Meeting

Tuesday August 4, 2009

1:00 pm, OM 413

### MEETING NOTES

**Present:** Pamela Gibson, April Markiewicz, Randy Senf, Lin Stefan, Rick Stefani, and Sue Hoidal

- **President Shepard Review**

Sue called for a special meeting to discuss how we want to handle the request from Buff Schoenfeld, Executive Assistant to the President, to designate six members of PSO to participate in the review of the President's first year at Western. The group would be interviewed by Dr. John Moore in OM 340 for 45 minutes on Wednesday September 23<sup>rd</sup>.

Sue asked whether the six designees should be selected from the Executive Committee or from the general membership. The immediate consensus of the committee was to select designees from the Executive Committee since we are each elected by the membership to represent their interests. We also have a different relationship with the President and as such interact with him differently than those staff who work for him. Sue asked for volunteers and April suggested Sue as PSO President and Paul Mueller as Vice President should be in the group, as well as Lin since she works in the Provost Office and herself as the past president. Pam volunteered to serve as well when Rick and Randy declined due to other obligations. Sue will contact Patti and Leah to find out whether one of them would be willing to serve as the sixth member of our group.

- **Other Items from the Floor**

Sue stated that Nancy Phillips had approached her about Linda Strock and herself serving as Co-Chairs of the 2010 Staff Arts and Crafts Show. There was full support from the members present. Sue said she would check to see whether any further approvals are needed before giving Nancy the go ahead.

Sue met with Chyerl Wolfe-Lee and they discussed the Employee Performance Analysis System (EPAS) software that will enable supervisors to evaluate pro staff more efficiently. The software has 9 standard questions that apply to all staff and refer to the university's mission and strategic plan. There are an additional 59 questions available that are more detailed from which to choose and can be used to evaluate specific pro staff and administrator positions. It is still being tested by HR with release to the campus later in August. HR intends to have the software coupled with compensation within a year. The EPAS can then be used for salary increases. It is not intended for use as a disciplinary tool. There were questions about whether training on how to use the software will be available. Sue will find out. There was also the question of enforcement. Will there be a policy to get compliance so that supervisors evaluate pro staff on a regular basis? Sue will check on that as well.

Meeting adjourned at 1:45 pm.

*Meeting Notes approved September 15, 2009.*