

PSO Executive Committee Meeting

Friday, December 4, 2009

3:00 pm, OM 435

MEETING NOTES

Present: Jennifer Hansen, Pam Gibson, Lea Aune, Lin Stefan, Sue Hoidal, Randy Senf, Rick Stefani, April Markiewicz

Unavailable: Paul Mueller, Leah Keegahn

- **PSO General Business**

- *Approve November 2nd Meeting Notes* – Lin Moved, Lea Seconded to approve the meeting notes. **Motion approved unanimously.**

- *Updates from President's Cabinet* – Sue reported that not much has been discussed.

- ❖ Diversity Initiative – Sue Guenther-Schlesinger, Vice Provost for Equal Opportunity, and Kunle Ojikutu, Assistant Vice President of Student Affairs have been working on a committee, at the request of President Shepard, to develop a Strength, Weaknesses, Opportunities, and Threats (SWOT) Analysis of faculty and staff from each division. Sue and Kunle hope to be done with the analysis by January 15th and have an action plan done by May. The plan will be used to hire diverse classified and pro staff in all future hires. There was some discussion regarding this approach since there are already policies and procedures in place to ensure equal opportunity hires.

Action Item: Lea said she would check into this and report back to the rest of the PSO Executive Committee.

- ❖ Activity Based Costing – Kathy Wetherell, VP of Business & Financial Affairs, and Paula Gilman, Executive Director of University Budget & Planning gave a PowerPoint presentation on doing activity based costing (ABC). It entails an analysis of each division's activities (products and services) and the costs associated with those activities. Using the ABC approach the costs can then be evaluated in terms of actual "consumption" for the purpose of identifying and eliminating those that are not "profitable", as well as lowering costs for those that are found to be overpriced. This is part of the university's transition to a "business" model in its operations and will be used to evaluate each of the divisions.

- ❖ H1N1 Update – This is still a priority to get as many people vaccinated as possible. The vaccine is now available in sufficient amounts to enable non-priority employees to obtain the vaccine at the Student Health Center free of charge.

- *Updates from Chyerl* – It was a short meeting.

- ❖ Volunteer Survey - Chyerl discussed the online Volunteer Survey that was sent out to all employees. One of its purposes is to show the significant contribution of Western's employees to the greater community, and by implication, the impact to the community if those contributions were not available. HR will be sending the survey out to students next.
 - ❖ New employee online orientation – It is now up and running. Sue at first had a hard time accessing it, but did take it and thought it was great. She encouraged all of us to try it out.
- *Employee Performance Analysis System (EPAS)* - The online pro staff evaluation software is being tested in ADMCS and will then be tested by various users on campus.
 - *Honoraria and Revised Measles Policies* – Lea Aune reported that changes to the Honoraria Policy have been made so it applies to all employees, not just pro staff and faculty. One of the changes is to strengthen the permission process for an employee to use Western's resources to avoid “double-dipping”, i.e., getting paid twice for the same task. It is also now an e-form so it can be routed more easily. The revised Measles policy clarifies the waiver process. It also allows HR to enforce compliance. New employees are informed that there is a 60 day window for them to either get the shot or the waiver. Those who have already been hired and not complied with the policy will be grandfathered in, however in the case of a measles outbreak on campus they will not be allowed to come to work. All of the vice presidents have been informed by HR who those employees are.
- Lea also reported that HR will be reviewing the “Outside Employment” policy next year. “Suspended Operations” time reporting has also been clarified. Lea requested we review all the draft policy revisions she handed out to the PSO Executive Committee and provide her feedback within the next two weeks.
- *PSO Constitution and PSO Guide Proposed Revisions* – April Moved, Lin Seconded to approve the revised PSO Constitution draft. **Motion approved unanimously.** Sue will send it to Chyerl Wolfe-Lee to obtain any final feedback or changes before we send it out to the membership for approval. Once approved Sue will take it to the President's Council for final administrative approval.

The changes proposed for the PSO Guide to bring it into compliance with the revised Constitution are minor, however Lea stated that there are other parts of the Guide that are out of date. The suggestion was made for a subcommittee of the PSO Executive Committee to go through the PSO Guide and update the entire document before sending it out to the membership for approval. April, Lea and Jennifer volunteered to serve on the subcommittee.

- *Review PSO General Meeting* – The purpose of the General Meeting was to go through the list of ideas we received from the PSO membership detailing benefits and/or resources that are or should be available to pro staff. Chyerl Wolfe-Lee lead the meeting by going through the list and discussing the feasibility of each. Many of the resources

requested are already available and the suggestion was made to compile them and get on our website. April will type up her notes from the meeting and send them out to the PSO Executive Committee for review and approval before sending them out over the listserv. She will include a link to the list of resources we should have on our website by then.

- **Committee Updates**

- *UPRC Report* – Randy reported the committee had met earlier in the week and discussed Business & Financial Affairs’ development of a capital budgeting process and a management process. Rick Benner, Tim Wynn, and Frances Halle also attended and discussed issues that have come up with regard to the AIC building. They are going to use that situation to develop processes for use with buildings constructed on campus in the future to reduce and potentially eliminate these issues from occurring again. Sustainability was also on the agenda, but they didn’t get to it in the allotted time.
- *Salary & Benefits Committee Policy/Procedures Update* – Lea is waiting to hear from Barbara Lechtanski regarding how we should handle updates to policies and procedures specific to pro staff. Wendy Bohlke has been asked to review the situation and give her determination. Once she has Barbara will contact Lea and let her know how we are to proceed.
- *PSO Distinguished Employee Award* – The newly formed awards review committee’s first action was to identify and list all the different awards given out each year, as well as those being proposed for addition. Pam handed out a spreadsheet of that list. She reported the committee is considering having the fall award ceremony in Carver Gym to accommodate both faculty and staff employees. There was also some discussion of having videos of the award presentations made so that people could have a keepsake (besides the award) afterwards for those unable to attend.
- *PSO Liaison Resolution* – April had sent out the most recent version she had wordsmithed before the meeting. Jennifer Moved, Lea Seconded to approve the Resolution. **Motion approved unanimously.** April will put the Resolution on PSO Letterhead and send it to Sue to sign and then route to President Shepard with copies to Kathy Wetherell, Chyerl Wolfe-Lee, and the PSO membership.
- *Staff Arts & Crafts Show* – Tabled due to lack of time.

- **Items from the Floor** – None to report

Meeting adjourned at 4:11 pm.

Meeting Notes approved January 20, 2010.