

## PSO Executive Committee Meeting

Tuesday July 14, 2009

2:00 pm, OM 413

### MEETING NOTES

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

**Guest:** Nancy Phillips

#### • PSO General Business

- *Presentation of PSO Plaque of Appreciation* to Nancy Phillips by Sue Hoidal for years of dedicated service while serving on the PSO Executive Committee.
- *Group Photo* – The decision was made to wait until the vacant BFA representative position was filled and all Executive Committee members can attend.
- *Approve June 9<sup>th</sup> Meeting Minutes* – Moved by Randy, seconded by Rick. Meeting Minutes approved unanimously
- *Seat Paul Mueller as PSO VP*
  - Discussed the Vice President versus President-Elect position description. Consensus of the committee was to make the position only be Vice President. This would enable anyone from the Executive Committee or PSO membership run for the President's position rather than making it open only to the Vice President.
- *Discussed the BFA representative position vacancy* – Sue will draft up a statement for the PSO listserv seeking a volunteer interested in being appointed to serve in the position until the regular PSO elections in May 2010.
- *WWU Budget Update* – Sue briefly discussed the additional 2% budget cut mandated by the Governor. At this time administration has indicated it will probably not be making any further cuts this year, however there is the potential for additional cuts in 2010, depending on the economic forecasts.
- *Updates from HR* – Sue reported that there were three main items she discussed with Chyerl Wolfe-Lee:
  - 1) Revisions to the PSO Salary & Benefits Committee (SBC) policy. Sue asked Lea to provide an update on the status of the SBC policy. Lea reported she has met with April and April provided some suggested changes to the policy that she is now getting feedback on from Chyerl and other HR staff. April and Lea discussed a timeline for getting revisions to the PSO Executive Committee for review and approval, then to the membership, and finally to the Executive Policy Group (EPG) for final approval. The goal is to have revisions to the Executive Committee by September and once approved by them and the membership, have it to the EPG before the end of the year.

2) Positive Time Reporting. According to HR there are 380 pro staff, of which 10 are allowed to work overtime. So only a very small percent will be affected by this change in time reporting. Training is being provided by HR on how to report time for those affected.

3) Laid off pro staff. A total of 15 pro staff have been laid off; five were football coaches.

- *President's Cabinet* – Sue reported that during the summer the President's Cabinet is meeting every other week. There is discussion to increase the membership of the Cabinet to include more representatives. Sue also requested that the Executive Committee provide to her agenda items to take to the Cabinet meetings, as well as "Jobs Well Done" by other pro staff so that they can be recognized by the President.
- *Executive Committee meeting frequency* – It was decided to meet once a month during the summer unless some pressing issue came up that needed to be addressed sooner. April will set up the next two meetings to take us into September. After that she will set up a regular time for the committee to meet every other week during the academic year.

- **Committee Updates**

- *Salary & Benefits Committee Policy/Procedures Update* – See update above provided by Lea.
- *PSO Distinguished Employee Award* – Pam reported that the service awards for staff and faculty will be given in the spring, whereas the President's Exceptional Effort awards and other special recognition awards (including the distinguished employee awards) will be given out to faculty and staff in the fall quarter at Convocation. The change will take place in 2010.
- *UPRC Report* – Nothing to report

- **Items from the Floor**

Senate bill 5460 – Sue reported that this bill extends the salary increase freeze until February 17, 2010. The hiring freeze ended on July 1<sup>st</sup>.

Randy's proposal to amend the current policy to eliminate the 240 hour cap on accrued vacation leave is not supported by HR. There is already a state regulation (5310) that imposes the 240 hour limit, but also gives leeway to the institution regarding how to handle hours above the 240 cap.

Sue met with Kathy Wetherell who has indicated her willingness to work with us to further develop her role as our liaison to the President. Her role will be different given that the PSO President is now a member of the President's Cabinet and can bring items directly to the President at those meetings. Sue will be meeting quarterly with Kathy.

Meeting adjourned at 2:55 pm.

*Meeting Notes approved August 17, 2009*