

PSO Executive Committee Meeting

Monday November 2, 2009

2:00 pm, OM 435

MEETING NOTES

Present: Pam Gibson, Leah Keegahn, Lea Aune, Lin Stefan, Sue Hoidal, April Markiewicz

Unavailable: Paul Mueller, Randy Senf, Rick Stefani

- **PSO General Business**

- *Approve October 14th Meeting Notes Draft 2* – Pam Moved, April Seconded to approve draft 2. **Motion approved unanimously.**
- *Updates from President's Cabinet* – Sue reported that the meeting had been cancelled. At last weeks meeting the only topic of interest to report on was the Climate Survey that had been given to students. The responses were overwhelmingly similar in that the students reported they feel they fit in and feel welcomed at Western.
 - Vacation Leave – Sue reported that she has been contacted by several pro staff who are either afraid to take vacation leave because they fear they will lose their jobs, or are so overwhelmed at work because of being shorthanded that it isn't worth it to them to take leave and come back to an insurmountable amount of work. She did report this at the last President's Cabinet meeting and the President, as well as the Vice Presidents expressed their concern and voiced their support for all employees to continue taking vacation leave. Employees who do not take vacation leave place their health at risk and the institution.
- *Updates from Chyerl* – Sue discussed the vacation leave issue with Chyerl and Chyerl said she will try to reach out to the group that don't take vacation leave by choice, because of workload, and work with them to get the help they need. Hiring a temporary employee might be an option. There is not anything HR can do for those employees who are saving up leave in case they are laid off.
 - Portfolio Builder – Sue asked Chyerl whether Portfolio Builder could be made available to pro staff. Chyerl will check and get back to Sue with what she finds out.
 - Roth 403(b) – Sue asked Chyerl about having this as a supplemental retirement savings option for pro staff. Chyerl will check and might have an answer in time for the PSO General meeting later in the week.
- Department of Personnel (DOP) Training – Sue reported she attended one of the meetings and was very impressed. Chyerl suggested to Sue during their meeting that the PSO Executive Committee should go to DOP's website and identify those training sessions that we think may be of interest to pro staff. Once we have the sessions we would like to have, HR would work with us to have DOP come and provide those classes. Leah said she would be interested in working on a subcommittee to select training topics

for the rest of the PSO Executive Committee to consider. Sue and April volunteered to serve on the subcommittee as well. Leah will set up a meeting of the three of them.

Action Item: Leah will schedule a subcommittee meeting for Sue, April and herself to review DOP's list of training workshops and select ones that might be of interest for pro staff to take.

- *Discuss and vote on liaison resolution* – Tabled. April did hand out a second version she had worked on for the PSO Executive Committee to consider for adoption at the next meeting.
- *Discuss/approve PSO Constitution and PSO Guide Proposed Revisions* – Tabled. April handed out a draft of the PSO Guide she had worked on to reflect changes being proposed for the PSO Constitution. April will send it out to the rest of the PSO Executive Committee to consider for adoption at the next meeting.
- *Fall Quarter PSO General Meeting* – Sue handed out the list of ideas we have received from pro staff over the last several weeks. She will be handing out the same list at the General meeting, as well as send it out over the PSO listserv.
- *PSO Executive Committee vacancy* – Tabled due to lack of time.
 - Ideas from the PSO membership
- **Committee Updates** – Tabled
 - Staff Arts & Crafts Show
 - UPRC Report - Randy
 - Salary & Benefits Committee Policy/Procedures Update
 - PSO Distinguished Employee Award
- **Items from the Floor** – None

Approved December 4, 2009.