

PSO Executive Committee Meeting

Wednesday September 30, 2009

10:00 am, OM 413

MEETING NOTES

Present: Sue Hoidal, Jennifer Hansen, Paul Mueller, Randy Senf, Pamela Gibson, Lin Stefan, Leah Keegahn, Lea Aune, April Markiewicz

Unavailable: Rick Stefani, Patti Basart

• PSO General Business

- *Officially seat Jennifer Hansen as the interim BFA Representative* – Sue officially welcomed Jennifer and reminded her that her term is through June 2010, however she does have the option of running for the position when PSO holds its elections in May.
- *Approve September 15th Meeting Notes* - Lin Moved and April Seconded to approve Draft 2 of the Meeting Notes. **Motion Approved unanimously.**
- *Meeting with Chyerl* – Sue reported that Chyerl discussed her perception of how HR would serve as the liaison for the PSO Executive Committee to the President. There was some discussion that the Vice President for Business and Financial Affairs may have delegated the role of liaison to HR, but the role of a liaison may no longer be necessary given that PSO is now a member of the President's Cabinet. Moreover, HR is not a member of the President's Cabinet and having it serve as our liaison when we already had direct access to the President would not be very efficient.

Action Item: Randy will draft a resolution stating that the need for a liaison between the PSO Executive Committee and the WWU president is no longer needed and clarifying HR's relationship with the Committee. He will send the draft out via email and the Committee will approve it at the next meeting.

Sue also reported that Chyerl is developing a Wellness Initiatives Group and we need to appoint someone from the Executive Committee to serve on that group. Pam volunteered.

Motion: Leah Moved and Paul Seconded to appoint Pam as the PSO representative on the Wellness Initiatives Group. **Motion Approved unanimously.**

Sue reported that a Parking Committee is being formed as well and we need to appoint someone from the Executive Committee to serve on that group. April volunteered.

Motion: Pam Moved and Randy Seconded to appoint April as the PSO representative on the Parking Committee. **Motion Approved unanimously.**

Chyerl also reminded Sue that there is a Leadership Training course being offered through the Washington Department of Personnel (DOP) that PSO members should

consider taking. Each training module is \$75 per person and there are different training options from which to select. April suggested that we use funds from the PSO budget to send Executive Committee members to at least one of the training sessions. The member(s) could then report back to the Executive Committee what s/he learned. The next class being offered is October 20th and 21st so there is still time to register. We will discuss it in more detail at our next meeting on the 14th.

- *Update on PSO Constitution Revisions* – The Executive Committee liked the proposed changes to the Constitution made by April. She will make changes to the PSO Staff Guide to reflect the changes being proposed to the Constitution and bring them to the next meeting. Once approved by the Executive Committee, Sue will take both to Chyerl for feedback and any changes needed. Lea pointed out that there are other sections of the Guide that need updating so it would make sense to update everything at the same time.
 - **Action Item:** April will draft changes to the PSO Guide to reflect changes being proposed in the Constitution and email it out to the Executive Committee for review prior to the next meeting.

GROUP PHOTO – Buff took photographs of the Executive Committee and will send them to Sue who will relay them out to the rest of us. Paul will put the “best” photo on the PSO website.

- *President’s Cabinet* – Sue reported it is now official that the President’s Cabinet will also serve as the Executive Policy Group. She also reported that a Comprehensive Campaign will begin in 2010. There is also a new online faculty orientation available that saves time and money by allowing the new employee to take the training via Blackboard.
- *General PSO Meeting for Fall Quarter* – Meeting dates were discussed and it was decided to aim for the first week of November; the 3rd, 4th or 5th. April will check everyone’s Outlook schedules and find a day that works for most of the PSO Executive Committee members. She will then schedule a meeting room. Potential topics for discussion could be the results of the request for ideas that will be sent out by Sue in the next week or so.

- **Committee Updates**

- *Salary & Benefits Committee Policy/Procedures Update* – Lea worked on them briefly and will try to send them to April in the next week or so.
- *PSO Distinguished Employee Award* – Pam will provide an in depth report at the next meeting.

Meeting adjourned at 11:00 am.

Meeting Notes approved October 14, 2009.