

## PSO Executive Committee Meeting

Wednesday, April 28, 2010

10:00 am, OM435

### MEETING NOTES

**Present:** Sue Hoidal, Pam Gibson, Leah Keegahn, Randy Senf, Jennifer Hansen, Rick Stefani, Lin Stefan, Lois Longwood, April Markiewicz,

**Unavailable:** Lea Aune and Paul Mueller

**Guest:** Doug Adelstein, Assistant Director of HR

#### PSO General Business

- *Approve March 30<sup>th</sup> minutes and April 8<sup>th</sup> minutes* - Randy noted that he was not present at the March 30<sup>th</sup> meeting and that his name should be removed from the list of "Present". In the April 8<sup>th</sup> Notes, there were three new policies and the third that should be included is "Reimbursing Employees". Sue will contact Paul with the updated April 8<sup>th</sup> Meeting Notes. Rick moved to approve both meeting notes as corrected, Lois seconded. Meeting notes approved unanimously.
- *Upcoming PSO General Membership Meeting – Doug Adelstein* – Doug provided a synopsis of his professional background experience and training. He has been at Western for 3 months and is looking forward to working as the assistant director in a large professional Human Resources department that is here at Western. He previously worked as the Director of HR in Lynden and prior to that has worked in industry. He is originally from Whatcom County and went to Western in the early 1980s, eventually getting his teaching degree. His current job responsibilities in HR are labor relations and employment, though the duties have been expanded beyond what his predecessor did. He is working closely with Holly Karpstein.

Discussion then transitioned to the upcoming PSO General Meeting. Sue suggested Doug discuss the furlough bill and ramifications for pro staff. He could also talk about positions at Western for the 2011-13 biennium. April suggested towards the end of the meeting that if there is time to maybe give an update on the PSO Constitution, Guide, and Handbook that are being revised by HR.

- *Discussion of furlough bill*  
Randy provided a spreadsheet that gave a breakdown of labor costs per employee group. He calculated that the average daily wage to pay all employees is \$275,000. Based on this value he calculated it would take 4.36 furlough days to meet the \$1.2 million savings in labor costs required by the state if the entire university closed. If faculty were excluded (and everyone else took the day off without pay) it would require 8.02 furlough days. If classified staff were excluded it would take 5.93 furlough days. If only pro staff were furloughed it would take 15.52 days to reach the \$1.2 million goal.

After some discussion the consensus of the Executive Committee was to recommend that the entire university be closed during intercession, but only after ensuring that the dates do not conflict with internal, as well as external (i.e., state and federal) deadlines. Moreover, if administration decides not to close the entire university, pro staff should not be targeted for furloughs over the other employee groups on campus.

Sue will present our recommendations to the next President's Cabinet meeting.

- **Committee Updates**

- Staff Arts & Crafts Show – April reported we have \$873.68 in our FOEPS account, but that it will probably be swept at the end of June.
- PSO Award(s) – Pam will send out a draft of the proposed new award next week.
- UPRC – Randy/April – Randy reported the UPRC has made recommendations to the Capital Project proposal form and criteria used. They have also been listening to each of the Vice Presidents give presentations on the strategies and priorities used for developing 2010-2011 operating budget proposals. Budget presentations are to start in a couple of weeks.

- **Items from the Floor**

HR is still reviewing proposed changes to the PSO Constitution and Handbook.

*Approved May 17, 2010*