

PSO Executive Committee Meeting

Thursday, July 29, 2010

1:30 pm, OM435

MEETING NOTES

Present: Sue Hoidal, Rick Stefani, Pam Gibson, Lin Stefan, Lea Aune, Sandra Wilcox, Lois Longwood, April Markiewicz

- **PSO General Business**

- *Approve May 17th minutes* – Rick Moved, Lin Seconded, Notes approved unanimously.
- *Introduce Sandra Wilcox as new At-Large member* President Sue Hoidal welcomed Sandra on behalf of the Executive Committee.
- *2010-2011 Committee Membership* – Sue reported on Paul's behalf that all the open positions have been filled except for two. One is on the AS Legislative Affairs Committee and the other is the University Planning and Resources Committee (UPRC). There was extensive discussion about the role of the PSO member on the AS committee since it was not apparent from the committee's charge how relevant PSO's involvement would be to the students. Sue will contact AS and ask for further clarification which she will then bring back to the Executive Committee for a decision on how to proceed.
- *EPAS update* – Sue and Lea reported that the employee assessment tool will be ready for release (use) by mid August. HR is awaiting input from the Deans. Lea also reported that the list of values we submitted earlier has been revised as additional input and evaluation has occurred. She will send the updated list to the Executive Committee to review to make sure that they reflect our priorities.
- *Handbook updates* – Lea reported that she is still working on them and has been directed by Chyerl to finish them soon.

- **Committee Updates**

- *PSO Award(s)* – Pam reported that the announcement has gone out and reminders will be sent out as well. The comment was also made that the President's website on the Fall Commencement needs to be updated so that people going to the site can click on the link to the PSO award nomination form. The suggestion was also made that we send emails out to co-workers reminding them to nominate a fellow PSO colleague.

- **Items from the Floor**

Sue reported that one PSO employee who recently retired had difficulty accessing her/his TIAA CREF Supplemental Retirement funds. After much discussion the consensus was to make sure those PSO staff who are retiring are contacted by HR and informed of actions the employee needs to take to ensure a seamless transition from work to retirement status.

Lea reported the Uniform Shared Leave Policy is up for review. There was further discussion about improving access to new and/or updated policies and procedures. It will be a work in progress.

Lea also reported that they are working on updating the PA form, as well as guidance on Temporary Employees.

Meeting adjourned at 2:30 pm

Approved August 16, 2010