

**PSO Executive Committee Meeting**  
Wednesday October 14, 2009  
10:00 am, OM 435

**MEETING NOTES**

**Present:** Sue Hoidal, Paul Mueller, Randy Senf, Rick Stefani, Pamela Gibson, April Markiewicz

**Unavailable:** Lin Stefan, Leah Keegahn, Lea Aune, Patti Basart

• **PSO General Business**

- *Approve September 30<sup>th</sup> Meeting Notes* - Randy Moved and Pam Seconded to approve the draft 2 Notes as amended. **Motion Approved Unanimously.**
- *Updates from President's Cabinet* – Sue reported that incidences of influenza on campus are estimated to be about 10% higher than last year, however the increase in cases hasn't been specifically identified or attributed to H1N1 influenza. Dr. Eileen Coughlin, Vice President of Student Affairs reported that 4,000 H1N1 vaccines had been ordered, though she wasn't sure how many the university would receive or when they would arrive. Kunle Ojikutu, assistant vice president of Student Affairs, and Sue Guenter-Schlesinger, vice provost for Equal Opportunity and Diversity, presented a white paper on retaining faculty and staff of color. It presents some interesting strategies that are being used successfully at other academic institutions and should be available online soon.
- *Portfolio Builder* – This is a software program presented to the Cabinet by Joanne Demark, Leadership Development Specialist. The purpose of the software is to allow students to create an online electronically accessible portfolio including her/his resume, photograph, and any other information that would be of interest to prospective employers. She also introduced a couple of students who have used Portfolio Builder software and each gave a brief presentation of her/his “E-folio” to the Cabinet. Sue suggested that this software might be something that should be available to professional staff, as well as faculty and classified staff. April expressed her concern that use of the software by employees for potential employment outside of the university may be in violation of the state's standards of ethics, i.e., using state-owned equipment and services for personal gain. Randy suggested this might be a valuable service for those employees who have been informed that s/he is being laid off due to administrative reorganization. It would be just another service to help soon-to-be-separated employees find employment. Sue will consult with Chyerl Wolfe-Lee on this matter when she meets with her.
- *Discuss and vote on liaison resolution* – April stated she had taken Randy's original text and done some word-smithing. She asked that the Committee table discussion and approval of the draft resolution so that she could send out the second draft for comment.

**Action Item:** April will send out draft 2 of the liaison resolution for comment and edits to the Committee in the next day or so.

- *Discuss/approve PSO Constitution and PSO Guide Proposed Revisions* – April reported she has not had time to make any revisions to the PSO Guide and requested that discussion be tabled until she can send a draft out to the Committee.
- *Fall Quarter PSO General Meeting* – April reported she was trying to reserve OM 340 for the PSO General Meeting, but hadn't heard anything back. She will talk to Barbara Stoneberg after the meeting to find out whether the room is available and then update the Outlook meeting request. Once the room location is finalized a message to the membership should be sent out so they can get the meeting on their calendars.
  - Suggestions from the PSO membership – Sue reported that she had received several suggestions. One was for the university (HR Benefits) to implement the Roth 403(b) retirement plan option which would allow both exempt and classified alike to contribute after-tax dollars to retirement. This would be in addition to the WWU Supplemental Retirement Plan offered through TIAA CREF. According to the person, TIAA-CREF has implemented the Roth 403(b) already at a number of colleges and universities. April suggested Sue contact Lea to see whether this is something that could be investigated immediately.

**Action Item:** Sue will contact Lea about the possibility of Western providing the Roth 403(b) retirement plan option to employees in addition to the WWU Supplemental Retirement Plan already in place.

April will check the PSO Outlook mailbox to see whether any more suggestions have been sent to us. She will work with Sue to consolidate the suggestions into one document and then route it to the rest of the Committee for review and discussion at our next meeting.

- **Committee Updates**

- *Salary & Benefits Committee Policy/Procedures Update* – April reported she has not received anything from HR yet and suggested this be tabled until the next meeting.
- *PSO Distinguished Employee Award* – Nothing to report.
- *UPRC* – Randy reported that the UPRC had held its first meeting of the academic year. Paula Gilman, executive director of University Planning and Budget, Renee Roberts, director of Capital Budgets gave presentations of short and longer-term budget estimates based on potential economic forecasts. Currently the university is predicting a \$995,000 deficit for the coming year, however more accurate estimates are expected after the Governor releases her budget in early December.

- **Items from the Floor**

- *PSO Scholarship* – April reminded the Committee that we had discussed the possibility of creating a PSO Scholarship. This could be added to the list of ideas we are compiling.
- *Department of Personnel Training* – April reminded Committee members that the training courses being offered by the Washington Department of Personnel were being held next week. She checked the PSO operating account and there is \$2,526.79 available

of which some could possibly be used for Committee members to attend at least one of the training sessions of her/his choice. April will send the link to everyone of the list of classes. Chyerl also needs to be contacted and permission obtained to use our funds for the training since she is the PSO budget authority.

- *VEBA* – In talking about Roth and WWU Supplemental 403(b) retirement plan options the question arose of whether a WWU employee who was retiring could cash out her/his sick leave at the ¼ rate or did it roll over into *VEBA*. April will check and get back to everyone what she finds out.

Meeting adjourned at 11:00am

*Approved November 2, 2009.*