PSO COMMITTEE DESCRIPTIONS AND UNIVERSITY REPRESENTATION
2006-2007

PSO COMMITTEES

PSO Awards Committee
The Committee solicits nominations and selects one professional staff to receive the PSO Excellence in Service Award and one professional staff to receive the PSO Outstanding New Professional Staff Employee Award each year. The PSO Excellence in Service Award is awarded to the professional staff employee who has worked for Western Washington University more than five years in special recognition for their contributions to faculty, staff, and students. The PSO Outstanding New Professional Staff Employee Award is for the outstanding new employee who exemplifies excellence in the performance of their duties and service to faculty, staff, and students at Western. This Committee is formed in January of each year by the PSO Executive Committee and consists of at least three professional staff, one of which is a member of the PSO Executive Committee.

Representative: Teresa LaFreniere, Huxley College, Teresa.Lafreniere@wwu.edu, Appointed 07/17/06
Michael Schardein, Student Life, Michael.Schardein@wwu.edu, Appointed 07/17/06
Paul Mueller, Environ. Health & Safety, Paul.Mueller@wwu.edu, Appointed 07/17/06.

PSO Complaint Appeals Committee
The Committee shall conduct a hearing of complaint appeals brought by professional staff against the university. The Complaint Appeals Committee (CAC) shall consist of three (3) professional staff appointed by the PSO President and two (2) members of the professional staff organization appointed by the President of the university (or designee). The Committee shall be appointed when required within fifteen (15) working days of receipt of appeal.

Representatives: Appointed as needed.

PSO Salary and Benefits Committee
The Committee reviews the position point factor/grade and salary assignments made by Human Resources and has the authority to appeal an assignment with Human Resources or seek advice from an external neutral third party. Pending a final determination, the assignment made by Human Resources Department shall be used. Members serve two (2) year terms and consist of five (5) appointed professional staff employees, the Director of Human Resources or designee, and one (1) PSO Executive Committee member.

Representatives: Kelly O’Brien Miller, CBE, Provost Office/Academic Affairs Division, KellyO.Miller@wwu.edu, Laura Mann, Student Affairs Division, Laura.Mann@wwu.edu, Pamela Gibson, President’s Office/External Affairs/University Advancement, Pamela.Gibson@wwu.edu, Rick Osen, Library, PSO Vice President and Chair of SAB, Rick.Osen@wwu.edu.

Staff Arts and Crafts Show
Members include representatives from the Staff Employees Council and the Professional Staff Organization and the Administrative Assistant to the Vice President for Business and Financial Affairs, who serves as an ex officio member. This committee organizes and manages the annual staff arts and crafts show exhibit.

Representative: Nancy Phillips, Business & Financial Affairs, Nancy.Phillips@wwu.edu
UNIVERSITY COMMITTEES

STANDING COMMITTEES

Campus Dining Committee
The Committee advises the director of University Residences and the University Dining Services resident district manager on matters concerning service from residential, retail and catering programs. The committee broadly represents the campus community providing comment on the quality of existing services and responds to new initiatives. Members of the committee may act as an appeals board concerning exceptions to the campus catering guidelines. As a new committee the meeting frequency will be established during the first year, however for now it is expected that the committee will meet monthly.
Contact: Willy Hart, Director University Residences, Willy.Hart@wwu.edu
Representative: Joan Ullin, Student Outreach, Joan.Ullin@wwu.edu, Appointed 07/17/06

Central Health & Safety Committee
This committee's charge is to review university safety and health-related policies and procedures, accident investigations, safety and health inspections reports, prioritize capital expenditures related to health and safety and provide safety training.
Contact: Gayle Shipley, Environmental Health & Safety, Gayle.Shipley@wwu.edu
Representative: April Markiewicz, Environmental Toxicology, April.Markiewicz@wwu.edu, Appointed 07/17/06.

Emergency Management Committee
This committee's charge is to provide input to the University’s Emergency Management Plan that will serve as a framework for the four phases of emergency management at WWU. The four phases are mitigation, preparedness, response, and recovery activities. The Committee discusses emergency scenarios and recommends plans of action to minimize the impacts of emergencies and disasters to WWU, as well as serve to protect the Western community, preserve state property, and maintain Western’s educational mission. Pandemic response planning has been a major recent effort.
Representative: A number of PSO members are appointed to the committee in their professional capacity, but not as representatives of PSO.

Employee Training & Development Advisory Committee
This committee assists in the identification and appraisal of training and development program needs. Members evaluate requests for training from groups and individuals, reviews requests for Training Funds that it oversees, and responds to questions regarding interpretation and application of training policy. It also reviews the nominations and selects a recipient of the Mary Robinson Award annually. The committee meets three times per year (Fall, Winter, and Spring Quarters) and as needed. Total time commitment is approximately 20 hours in the academic year. Term of office is one year.
Contact: Vic Kiel, Human Resources Training and Development, Vic.Kiel@wwu.edu
Representative: Effie Eisses, Career Services Center, Effie.Eisses@wwu.edu, Appointed 07/17/06.

Equal Opportunity Investigative Committee
Two PSO representatives are selected by the Provost from a list of candidates provided by the PSO Executive Board. Term duration is unlimited. Members will be trained by the Equal Opportunity Center to assist in investigating discrimination complaints. Representatives will help develop and implement the investigative plan, gather information, analyze data and help prepare the investigative report.
Representatives: Dave Mac Auley, Student Bookstore, Dave.MacAuley@wwu.edu and Taya Dolsen, University Residences, Taya.Dolsen@wwu.edu
Parking Appeals Board
Hears and decides cases involving alleged violations of WWU parking regulations. The time commitment is usually one 2 hour meeting each quarter. Term is one year. Contact in Parking Services is Heather Whipple.
Representative: Pam Gibson, The Western Foundation, Pam.Gibson@wwu.edu Term ends 06/2007
Alternate: VACANT

Parking Fee Review Committee
This committee provides advice to the President and the President’s Council on the fees necessary to support a sustainable transportation and parking system on campus. Members include one representative from each of the unions, Associated Students, and PSO. Term of office is one year. Contact: President Morse
Representative: April Markiewicz, Env. Toxicology, April.Markiewicz@wwu.edu Appointed 04/07/06.

President’s Planning and Resources Council
Members include the President, Provost, presidents of the Faculty Senate, PSO, SEC, Associated Students, Chair of UPC, Vice Presidents of External Affairs, Student Affairs, Business & Financial Affairs and Deans. This council provides considered advice and recommendations directly to the President on a variety of issues related to planning and allocation of resources. It serves as a source of information, ideas, and judgment, as well as has the responsibility to identify and broadly communicate to the campus, macro-level university issues and priorities, discussing broad issues relative to how the university will proceed as guided by our Mission and Strategic Action Guidelines.
Contact: President Morse
Representative: PSO President April Markiewicz, Env. Toxicology, April.Markiewicz@wwu.edu

University Planning Council
This committee is responsible to the Faculty Senate for the formation of policy in all aspects of university planning. Term of office is three years (renewable for three terms) and one alternate for a term of one year).
Contact: Chair, Thomas Downing, Philosophy, Tom.Downing@wwu.edu
Representative: Michael Schardein, Student Life, Michael.Schardein@wwu.edu
Alternate: Meredith Gilbert, Extended Education and Summer Programs, Meredith.Gilbert@wwu.edu

University Services Council
This committee is responsible for the recommendation of policy regarding support services and programs for students. This committee consists of 5 members from AS, 2 from Faculty Senate, 1 from SEC and 1 PSO. This committee reports to the Assistant Vice President for Student Affairs. Term of office is one year.
Contact: Kunle Ojikutu, Asst. VP for Campus and Community Affairs, Kunle.Ojikutu@wwu.edu
Representative: Jim Schuster, Student Activities, Jim.Schuster@wwu.edu Appointed 07/17/06.

AD HOC COMMITTEES
Bicycle Policy Implementation Task Force - INACTIVE
The charge of the task force is to work with the administration in implementing and monitoring the success of the interim WWU Bicycle Dismount Policy, that all bicyclists must dismount 15 minutes before the hour to 15 minute after the hour in the designated core areas of campus.
Representative:
University Dining Services Committee - INACTIVE
The Committee's charge is to help develop a request for proposals for the dining services contract. Members will help evaluate the proposals when they come in, but the Vice Presidents will make the final decision.
Representative:

Diversity Achievement Award Committee
The charge of the Committee is to conduct a campus-wide search each year and select the individual, department, or organization on the Western campus, as well as selected community members which have distinguished themselves in the furtherance of efforts which enhance diversity and multicultural understanding at Western Washington University. Committee membership includes 2 faculty, 1 professional staff, 1 classified staff, 1 student, 1 MCAC member, the Assistant Vice President for Student Affairs/Diversity, and the Executive Assistant to the President as an ex officio member.
Representative: Pat Lundquist, Student Affairs, Pat.Lundquist@wwu.edu

Drug Abuse Prevention Subcommittee
This is a sub-committee of Central Health and Safety Committee. It reviews information, programs, and reports regarding the Drug-free Schools Act. This committee makes recommendations to the Central Health and Safety Committee who reports to the VP for Business and Financial Affairs. Term of office is for two years.
Contact: Elva Giddings, Prevention and Wellness, Elva.Giddings@wwu.edu
Representative: Emily Gibson, Student Health Center, Emily.Gibson@wwu.edu. Appointed 07/17/06.

Energy Conservation Task Force
This task force will establish a short-term (Winter Quarter) energy conservation program, as well as look at long-term efforts (July timeframe) in which the University might engage.
Representative: David Brunnemer, Office of Student Life, David.Brunnemer@wwu.edu

Institutional Master Plan Advisory Committee - INACTIVE
(members selected by the President) This committee will serve in an advisory capacity to the President of WWU and will develop a consensus derived Institutional Master Plan that is acceptable to the President and approved by the University and the City of Bellingham. Members will serve until the City and University have approved the Institutional Master Plan.
Representative:

Marketing and Communications Committee - INACTIVE
This committee’s charge is to develop communication plans and themes, and devise means to increase collaborative outreach efforts to external constituents and communities.
Representative:

Transportation Planning Initiatives Task Force - INACTIVE
This Task Force is charged with defining a vision for the future of parking and transportation at Western. The committee will advise the President on major initiatives and investments in Western’s transportation program, as well as to recommend an appropriate model for administering the parking resource on campus.
Representative:

Western Idea Network
This Committee reviews suggestions and ideas submitted by staff members for the improvement of safety, reduction in cost, increase in efficiency, and betterment of working conditions and morale. The Committee awards the best suggestions or ideas. Meets as needed, usually twice each winter and spring quarter. Term of office is one year.
Contact: Chyerl Wolfe-Lee, Human Resources Director, Chyerl.Wolfe-Lee@wwu.edu
Representative: Paul Cocke, Office of University Communications, Paul.Cocke@wwu.edu. Appointed 07/17/06.