

**PROFESSIONAL STAFF ORGANIZATION
BOARD OF DIRECTORS**

**APRIL 15, 2008
26 GERBERDING HALL**

MINUTES

ATTENDING: Ethan Allen, Ellen Barker, Elizabeth Campbell (chair), Robert Corbett, Mark Crispin, Anne Doherty, Ron Eng, Peter Rackers, Anita Rocha, Bob Roseth, Karen Russell, Judith Yarrow

VISITORS: John Nyhuis, Jeanne Small, Suzanne St. Peter

APPROVAL OF MINUTES

The board reviewed and approved the March 2008 minutes.

DISCUSSION OF PSO SCHOLARSHIP COMMITTEE REQUEST FOR INCREASED FUNDING

Suzanne St. Peter, chair of the PSO Scholarship Committee, presented a request for \$1,040 additional funding for summer quarter scholarships and an unspecified increase for next year's budget. She cited an increased number of applicants due to better advertising, the historically higher number of applicants during summer quarter, and the PSO survey results regarding professional development scholarships.

The board discussed a set limit on the number or dollar amount of scholarships, as well as PSO assets and balancing with other board priorities. The board suggested the creation of a ranking system to guide decision-making and discussed having a scholarship update at the board retreat. The motion to grant a \$1,040 increase for summer quarter and delay discussion of next year's budget until during or after the retreat was approved.

DISCUSSION OF PSO MEMBER SURVEY

Peter Rackers reported on preliminary member survey results. Findings included many positive comments, especially related to events, and an 11 percent response rate, which is a typical response rate for this type of survey. The numerical and statistical responses have been computed, although the written comments will take some time to synthesize.

DISCUSSION OF REPUTATION BUILDING INITIATIVE GROUP

Ron Eng reported on participation in a UW Reputation Building Initiative focus group. The group was shown a preview of four marketing tools and asked for reactions and feedback. Ron reported that there was a fairly high degree of concordance between respondents in the group, but it was difficult to determine who the intended audience was.

COMMITTEE REPORTS

Outreach Committee

There were no updates.

Communications Committee

Judith Yarrow reported that Ellen is laying out the newsletter, which will be sent out in about a week. The web revision committee is still working on it. The elections committee has received candidate statements. The elections will be held from May 1 – 14. Robert Corbett will verify that all votes are from professional staff members.

Events Committee

Ellen Barker reported that the March brown bag event on humor in the workplace received positive feedback. Ellen reminded the board that Speaker of the House Frank Chopp will speak at the spring meeting on April 30, and that there will be a brown bag event in June about CareLink. The board discussed adding an opportunity to brainstorm and present ideas for events at the next board meeting.

REPORT ON HUMAN RESOURCES ADMINISTRATORS' FORUM

Elizabeth Campbell reported on the HR administrators' forum on dispute resolution. Approximately 30 people were in attendance, and HR is considering holding the panel presentation once more.

PRESIDENT'S REPORT

Elizabeth reported that a professional staff member asked for help with dispute resolution; she referred the employee to available resources.

DISCUSSION OF OTHER BUSINESS

John Nyhuis asked what types of mentoring are available at UW. John suggested an online resource on how to get things done at the university (e.g., what needs to be done when, what resources are available, who to contact, a timeline by which it needs to be done). Information usually exists, but it can be fragmented and difficult to find. The board discussed creating a wiki, writing down standard operating procedures, convening groups of employees in similar positions across campus, and developing mentoring relationships. Such activities might be suitable for the outreach committee.

The meeting adjourned at 1:25 p.m.