

**PROFESSIONAL STAFF ORGANIZATION  
BOARD OF DIRECTORS**

**JULY 24, 2008  
100 GOULD HALL**

**MINUTES**

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**ATTENDING:** Ethan Allen, Ellen Barker, Ann Guss, Hollye Keister, Keith McIntyre, Dina Meske, Debbie Proctor, Peter Rackers (chair), Anne Doherty Renz, Carol Rhodes, Anita Rocha, Bob Roseth, Karen Russell, Jeanne Small, Adelia Yee

**APPROVAL OF MINUTES**

The board approved April's minutes and approved June's minutes with a few minor corrections.

**DISCUSSION OF NEW STAFF ORIENTATION**

The board discussed the new in-person orientation for staff. Karen Russell will draft a welcome message for new professional staff once they are added to the PSO list-serv and will work with the Communications Committee. Ethan Allen suggested having a 5 minute welcome at new employee orientations and providing a PSO flyer. Dina Meske noted that the branch campuses have their own orientation sessions, so she will bring flyers to Bothell.

**DISCUSSION OF RETIREMENT SURVEY**

Peter Rackers met with Pat Dougherty, director of the UW Retirement Center, about their draft survey for professional staff who are close to retirement. The Retirement Center is considering broadening its reach from targeting staff six months away from retirement to three years away. Karen suggested targeting retirement news to broad categories of staff according to the amount they can contribute to their retirement plans: under 35 years old (5% of salary), 35 to 50 (7.5%), and over 50 (7.5% or optional 10%). Bob Roseth is part of the Retirement Association board. Bob, Dina, and Karen will form an ad hoc committee to work with Pat on pro staff retirement issues and possible joint events.

**DISCUSSION OF PRO STAFF SURVEY RESULTS**

Board members discussed the results of the Professional Staff Survey as grouped by Keith McIntyre and what can be done to address areas of concern. The board brainstormed ways to address the concerns of staff about job salary equity across departments, such as holding a panel presentation on how salaries are determined, having a grade listed on professional staff job postings, and holding an event on negotiating one's salary. Dina will work on having a Human Resources representative speak at a board meeting about the salary determination process. Peter Rackers will present staff concerns to Mindy Kornberg, vice president of HR.

Another area of concern was the cost of health benefits after retirement. Although the board has limited options (costs are determined by the state), the board can serve as a means of communication between staff and the state. The board can also communicate changes affecting retirement, such as proposed changes to 403b accounts to make them more aligned with 401k accounts. Peter will look into more information.

#### **DISCUSSION OF FACULTY COUNCILS**

Peter will send out a list of vacant faculty council positions. Board members who would like to volunteer or who know of a professional staff member who is interested in volunteering for a position will contact Peter.

#### **COMMUNICATIONS COMMITTEE UPDATE**

The board discussed whether Outreach should be its own committee but decided to leave it as part of Communications. Ann Guss will send out minutes from the last Communications Committee meeting. Anita Rocha reported that the contract with Analogue Web for redesigning the PSO website has been signed by both parties (Elizabeth Campbell signed for PSO). Anita made a motion that the website subcommittee retains authority to make changes to the website redesign process and approve the final product without a full board vote, provided that anyone is welcome to join the website subcommittee. The motion was carried.

#### **EVENTS COMMITTEE UPDATE**

Ellen Barker reported that the Events Committee had created a draft schedule of events and was in the process of finding speakers.

#### **SCHOLARSHIP COMMITTEE UPDATE**

Ethan Allen reported that the Scholarship Committee is working on a more objective, quantifiable application form.

#### **APPROVAL OF 2008-09 BUDGET**

Karen Russell provided four draft budgets for the fiscal year July 1, 2008 through June 30, 2009. Ethan made a motion to approve Draft Proposal # 2. The motion was carried.

The meeting adjourned at 11:35 a.m.