

**PROFESSIONAL STAFF ORGANIZATION
BOARD OF DIRECTORS**

**SEPTEMBER 16, 2008
26 GERBERDING HALL**

NOTES

ATTENDING: Elizabeth Campbell, Neal Culver, Ann Guss, Hollye Keister, Debbie Proctor, Peter Rackers (chair), Anne Doherty Renz, Anita Rocha, Karen Russell, Johanna Taylor

APPROVAL OF MINUTES

The board lacked quorum; August minutes were reviewed but not voted upon. This record serves as notes from the meeting but is not an official record of meeting minutes.

DISCUSSION OF NEW EMPLOYEE ORIENTATION

Peter Rackers will receive a new orientation toolkit. Karen Russell will work on an email message to welcome new employees who are added to the PSO list-serv. The Communications Committee will discuss a tri-fold about PSO for new employees.

INFORMATIONAL PRESENTATION ON SUPPLEMENTAL BENEFIT

Kathleen Dwyer, director of Benefits & WorkLife, presented information regarding the retirement supplemental benefit. "Supplementation provides a guaranteed minimum retirement benefit for eligible participants of the defined contribution retirement plan (Higher Education Retirement Plan) authorized under RCW 28B.10.400 – 480 for higher education institutions' faculty and certain staff. Supplementation provides an additional retirement income to ensure that participants receive a benefit at least equal to an amount calculated by a defined formula." More information is available on the Benefits website.

COMMUNICATION COMMITTEE UPDATE

Ann Guss reported that the newsletter is almost finished. The communications committee will meet next week; Ann will send out the minutes following the meeting. Elizabeth Campbell reported that the new website's initial design was approved by the website subcommittee. The design company has submitted a second draft for the website subcommittee's review. Peter reported that *University Week* will soon feature campus organizations and suggested that PSO request a spot in January.

EVENTS COMMITTEE UPDATE

Elizabeth reported that the Events Committee is working on a networking event at the UW Club. Ann and Elizabeth are working on creating discussion groups by job type and by affinity group. Peter asked Mindy Kornberg about mentoring. Beth Warrick was suggested as a contact.

SCHOLARSHIP COMMITTEE UPDATE

Anne Doherty Renz reported that the scholarship committee received a record-high number of applicants in a quarter. The committee successfully used a new numerical ranking system for the first time.

LEGISLATIVE COMMITTEE UPDATE

The legislative committee is open to new members. They are trying to get a list of interested people to notify them of upcoming events and issues relevant to pro staff.

DISCUSSION OF PSO MONTHLY EMAIL

Board members discussed the purpose of the monthly email to pro staff and what should be included in it. Suggestions included highlighting scholarship recipients and listing the exact date and time of the next board meeting. The board also discussed requiring an RSVP for each board member for each board meeting to ensure having a quorum.

DISCUSSION OF QUARTERLY MEETING WITH MINDY KORNBERG

Peter explained what was discussed at his quarterly meeting with Mindy Kornberg: a salary survey; how Mindy and other HR staff were expecting the full PSO board at the quarterly meeting; and a review of e-learning statistics to see if it is still a beneficial program to offer employees.

The meeting adjourned at 1:00 p.m.