

**PROFESSIONAL STAFF ORGANIZATION
BOARD OF DIRECTORS**

**MAY 19, 2009
439 CHEMISTRY BUILDING
11:30 A.M.—1:00 P.M.**

MINUTES

ATTENDING: Ethan Allen, Ellen Barker, Emily Carleton, Neal Culver, Shelby Fritz (via phone), Ann Guss, Dina Meske, Aaron Morello, Debbie Proctor, Carol Rhodes, Anne Doherty Renz, Anita Rocha, Johanna Taylor, Donna Thompson

ABSENT: Hollye Keister, Bob Roseth, Jeanne Small, Adelia Yee

GUEST: Wendy Smith

APPROVAL OF MINUTES

The April minutes were approved by Doodle poll prior to the meeting.

APPROVAL OF SECRETARY

Ethan recognized and introduced Emily Carleton, PSO secretary.

ELECTION RESULTS

Ethan identified Julia Smith as the new UW Tacoma PSO representative. He recommended that the number of board members be increased, saying it becomes more difficult to reach a quorum at meetings if officers are not members of the board, as they are not counted in the quorum. Ethan said that the PSO bylaws permit amendments to the number of board members. He pointed out that if the number is increased, Anita and Hollye could continue on as board members. Ethan noted that the president and secretary would be officers but not board members. Enlarging the board also enables PSO to welcome a larger number of people.

Johanna moved to increase the number of board members to 19. Ann seconded. All approved.

Ethan verified that seven candidates have been elected to the board of directors. Ethan will send congratulatory notes to those who were elected to the board. He will communicate his thanks to those who were not elected, and will send information to them regarding open posts on committees.

Ellen recommended that all remaining board members update their existing bios for the website. Ethan will communicate with new and continuing board members, asking them to submit their amended bios by Monday, June 1, the date the new term begins. A limit of 150 words will be required for bios.

ANNUAL REPORT UPDATE

Ann reported that she will send out the report as soon as she receives the final draft from Elizabeth Campbell.

COMMITTEE REPORTS

Communications Committee

PSO Flyer/New Employee Orientation:

- Ann said she would communicate with Hollye and find out if PSO budget funds can be used to cover the costs associated with printing the flyer.
- Ellen showed the board a printed version of the flyer. There was general enthusiasm around the table regarding the flyer.
- Ethan pointed out that the number of flyers needed at the New Employee Orientations will not be verified until the number of staff members at the orientations is known. Debbie agreed to get this information. Once this information is known, color copies of the flyer will be printed. A trifold brochure will be considered in the future.
- Ann recommended that, once the number of brochures needed has been verified and the brochures have been printed, a Speakers Committee be formed; committee members would then be present at New Employee Orientations to speak and distribute information about PSO.
- Ann requested that those who are interested in participating on the New Employee Orientation Speakers Committee send her an email and let her know.

Listing of PSO representatives on campus committees:

- Ethan suggested that two lists be gathered:
 1. A list will identify the names of existing campus committees that do not currently have PSO representation. (The board will then make a decision as to whether each of these committees should have PSO representation.)
 2. A list will identify the campus committees that have PSO representation, and will give the name of the representative(s).
- Ann volunteered to start a database of campus committees. She requested that board members send her a list of campus committees of which they are aware.
- Anita volunteered to send out an inquiry as to whether any campus office has a list of all campus committees. Ethan said that *University Week* is currently compiling a list of campus organizations.

Ann suggested the Website Committee should be reinstated as a standing committee.

Events Committee

- Ellen reported that the past year was a successful one.
- As a follow-up to the April Member Meeting with the topic of research funding, Carol mentioned that a schematic exists that depicts historical federal funding levels. The schematic is located on the Office of Research website.

Legislative Committee

- Neal stated that it is a priority for PSO to be aware of current and upcoming legislative activities.
- Anita suggested the Board invite Nancy Bradshaw to attend the upcoming PSO Board Retreat, and give the group an update on legislation.
- It was discussed whether it is possible for PSO to devote resources toward getting some type of newsletter/communication regarding legislative happenings.
- Ethan remarked that as a group PSO must be aware of ethics issues regarding the use of UW resources, specifically the ethics law that forbids the use of UW resources to disseminate and request information related to political issues and activities.
- Debbie suggested that a non-UW list serve be set up.
- Ethan will invite Nancy Bradshaw to the upcoming retreat.

Scholarships Committee

Anne announced that Suzanne St Peter, committee chair, is stepping down, and will continue to be a committee member. Anne stated that she will probably take the role of committee chair.

Committee staffing/leadership needs for the coming year

- Finance Committee: Holly Keister was suggested as new chair.
- Debbie will serve as Outreach Subcommittee co-chair. Debbie stated that she would like a volunteer member who has technical abilities, e.g., knowledge of Catalyst.
- Events Committee chair: Shanna Sukol was suggested as a possible chair.
- The suggestion was made that, at this time, chairs should be focusing on needs for the coming year, e.g., staffing, desired expertise of committee members, etc. This information should be sent in advance to both current and new board members.
- Faculty Councils: Ellen would like to continue on the Council on University Libraries.
- Ethan stated that he has list of the different councils and their openings. Ethan will send this information out to the group.

BOARD RETREAT

- Ethan stated that the retreat will take place on either June 24 or June 25. Ethan will contact newly elected board members and request that they identify their preferred date. The retreat will take place at the Center for Urban Horticulture.
- Debbie will make arrangements for catering.
- Ethan said that he would set the retreat agenda in the near future, and will send an agenda draft to the board for review and input.
- Ethan agreed to use a new icebreaker at the retreat.
- Ethan stated that he is working with Bob Roseth on the list of PSO's priorities for the coming year, and remarked that Roseth's thesis for his White Paper could be used as a method of determining priorities: "Let's think carefully about what we'd like to do, what we can do, and what we're willing to do."

RECOGNITION

In Bob Roseth's absence, professional staff recognition ideas were not discussed.

ID LOSS FROM UW PARKING THEFT

Aaron reported on his recent meeting with Josh Kavanagh, director of UW Transportation Services, regarding the recent breach in the Commuter Services computer system. Others present at the meeting were Sue Geier, Roy, and Matt Weatherford, PSO representative on the Transportation Committee.

- Aaron stated Kavanagh's explanation as to the delay in the notification to those affected by the computer breach. The breach was discovered in early December. The immediate assumption was that the computer's hard drive did not contain any personal information. Upon viewing the results of the forensic investigation, which were received in late February, it was discovered that individual names and Social Security numbers had been exposed, although no information was stolen. Transportation Services obtained contact information for the affected individuals, who were then notified. Two different letters were sent: a formal letter that was sent initially to inform the affected individuals that the breach had occurred, and a second, less formal letter (and more 'empathic'), which was sent when more information was available. Two issues seem to be that the first letter did not give enough information, and the second, more informative letter, was sent after a good deal of time had passed.
- Aaron reported that, as a result of the computer breach, a campus 'purge committee' has been formed, which is tasked with the responsibility of exploring all computer systems and purging all sensitive information, e.g., SSNs. The 'purge committee' members include Cindy Gregovich, Ann Anderson, V'Ella Warren, and others.
- Ethan stated that there should be a PSO representative on this committee. Aaron stated that this topic arose at the meeting with Kavanagh; Kavanagh suggested that Matt Weatherford serve as the PSO representative on the 'purge committee.' Aaron will provide Anita with contact information for the persons Anita should communicate with in order to request PSO representation on the committee.
- Ethan brought up the subject of the process by which PSO members are assigned to committees, saying that it is important to be clear on how the decision is made. Ethan emphasized that the mechanism to get information from each committee's PSO rep to the BSO Board should be made as simple as possible.
- Dina asked Aaron if he knew who executed the forensic investigation. The Chief Information Security Office (CISO) performed the investigation.
- Johanna pointed out that breaches such as this one do occur periodically, but the breach may not be made public. Breaches are not uncommon.
- Aaron reported that the question arose at the meeting with Kavanagh as to why no information about the breach was posted on the Commuter Services website. Kavanagh thought it best to respond to the situation on a case-by-case basis, rather than 'over-answering' potential questions on the website.

MONTHLY PSO EMAIL

Ethan stated that he would send out the monthly PSO email next week, and would solicit people to join committees. Ethan asked the group if there were any other items that should be included in the email. There was no response from the group.

UPCOMING MEETING WITH MINDY KORNBERG

- The PSO board will meet with Mindy Kornberg on Wednesday, June 3. Ethan requested that all those who wish to attend this meeting let him know in advance.

- Ethan said that the purpose of the meeting with Kornberg is to establish meetings between PSO and UW Human Resources on a more frequent basis. Ethan requested that all those who would like to participate in regular meetings with UW Human Resources let him know. Ethan said that he thinks it would be beneficial for three or four PSO board members to attend each meeting. Meetings will be held on a quarterly basis.
- Potential agenda for June 3 meeting: discussion of staff layoffs and how they are being handled; what issues there are around this; and the New Employee Orientation. Ethan will send a draft agenda to the group for input.

OTHER BUSINESS

Ellen informed the group that the Dean of Engineering, at a recent quarterly staff breakfast, discussed 'cafeteria-style' benefits at other schools. The Dean wants to advocate a grassroots movement that would enable UW employees to 'tailor' their own benefits. Ann suggested that a Human Resources working group be formed, which would follow these issues on a regular basis. Ann suggested that this be an agenda item for the retreat.

Wendy reported on a POD course she recently attended: Good Internal Practices and Fraud Protection Tips. The group discussed that employees typically do not receive information about these subjects, unless they pay to attend a course. The question was raised as to whether PSO could arrange for a free information session for professional staff.

- Ethan suggested that PSO meet with POD and discuss whether training could be made available at a lower cost. Johanna suggested that perhaps PSO could host a free session for pro staff, at which a POD lecturer would provide a portion of the information that is given in a typical course, and those attending the session would have the opportunity to sign up for the course.
- Dina suggested speaking to Becky with Risk Management and asking her to give a talk to professional staff.
- Debbie suggested that perhaps Strategic Leadership Programs could expand their curriculum to include topics that staff should be aware of, such as fraud protection.
- Anita asked Wendy to draft a report to discuss at the upcoming retreat, at which point a decision could be made as to the necessity of forming a committee to address the issue.
- Johanna suggested that PSO redirect some scholarship funds for the purpose of paying instructors to give informational sessions to professional staff; PSO could then offer these sessions to staff free of charge. Anita remarked that perhaps before this, PSO might decide to advocate for a change in University policy.

Ethan stated that PSO board meetings will, for the most part, take place in the same room throughout the coming year. Ethan said that he would post meeting locations and agenda items on the website.

The meeting adjourned at 1:00 p.m.