

**PROFESSIONAL STAFF ORGANIZATION  
BOARD OF DIRECTORS  
July 21, 2009  
439 CHEMISTRY BUILDING  
11:30 AM–1:00 PM  
MINUTES**

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**ATTENDING:** Ethan Allen, Lorraine Calissi-Coral, Samantha Cousins, Neal Culver, Ann Guss, Kari Le, Dina Meske, Aaron Morello, Debbie Proctor, Carol Rhodes, Anita Rocha, Jeanne Small, Colin Smith, Shanna Sukol, Adelia Yee.

**ABSENT:** Grant Blume, Emily Carleton, Hollye Keister, Elisha Lang, Peter Rackers, Julia Smith, Donna Thompson.

**INTRODUCTIONS & RE-INTRODUCTIONS OF BOARD MEMBERS**

Those in attendance introduced themselves and listed their committee participations.

**COMMITTEE REPORTS**

*Communications (Ann Guss)*

Website—Ann reported that a recent meeting was held to discuss the website. One question that came up was whether the current webmaster, Ellen, should be compensated as the previous webmaster was. Dina reminded the group of the current moratorium, which states that professional staff cannot be compensated over 100% FTE. There was a general consensus that Ellen could therefore not be compensated.

Monthly E-mail from the President—Ann requested that any items of interest for the e-mail be sent to her or Ethan.

Portable Poster/Sign—Ann reported that the committee has been looking into purchasing a portable sign with general PSO language to use at events.

PSO 20<sup>th</sup> Anniversary—Bob Roseth has been charged with compiling a list of past PSO accomplishments. Aaron commented that this should be a priority and that the list should be featured on the website.

Affinity Groups—Ann indicated that this is the main focus for the committee this year. The idea is to create and connect groups of professional staff around work and personal interests. Samantha suggested meetup.com as a potential tool.

Intranet—Anita reported that Randal gave the committee a proposal to expand the current website to include an intranet for sharing internal documents with other board members. The estimated cost is \$600, and Ethan pointed out that this is about 10% of the original \$6,000 spent on the website last year. Jeanne motioned to pre-authorize an amount of up to \$700 for this project. Dina seconded, and the motion was unanimously passed.

*Events (Carol Rhodes and Adelia Yee)*

Carol reported that the committee met on July 13. Some of the proposed events include a session on retirement planning in February and possibly a faculty presentation on UW architecture. The committee's goal is to use internal resources by focusing on UW staff and faculty as speakers. In general, the year will consist of a Fall and Spring meeting as well as three brown-bag lunches after December.

Spring Meeting—This will likely be the big event of the year celebrating the PSO 20<sup>th</sup> Anniversary. Bob will be asked to give a presentation on past PSO achievements. Carol reported that the committee is looking into a way to honor pro staff as a whole, possibly by planting a tree on campus.

Other meetings—Fall topic will likely be the U District Business District. In October there will likely be a breakfast at UW Club. This event may be linked to the board's efforts around affinity groups.

*Legislative (Neal Culver)*

Database of Email Addresses—Neal reported that the database of non-UW email addresses for those interested in legislative updates and actions is just a few days away from being ready. Only about half of those who signed up provided their legislative district, so this hinders efforts to send district-specific messaging. Ethan reminded board members to sign up for the list if interested. Ann suggested that one of the affinity groups could be around legislative action, which would help to build the database and reach more interested PSO members.

Student Aid and Fiscal Responsibility Act of 2009 (HR 3221)—Neal presented this recent legislation related to federal loans for graduate and professional students as an option for testing out the database. Some discussion of this item's relevancy to the PSO ensued, with Dina suggesting the GPSS would be interested and have higher stakes in this issue. Debbie suggested that this is relevant in that some PSO members may have relatives who are students, and Shanna suggested that some PSO members employ grad students and could benefit from knowing about any issue that would affect grad students financially. Neal decided to use this as a test and to send it out to the database as well as to GPSS.

*Scholarships (Anne Doherty-Renz: not in attendance)*

Ethan mentioned that some scholarship applications came in, but that the board will have to wait for more details from Anne at a future meeting.

*Finance (Hollye Keister: not in attendance)*

Ethan distributed a treasurer's report prepared by Hollye and shared some of her comments. The report shows no income for July because income will not post to the account until around the 25<sup>th</sup> of the month. Also, Hollye will be contacting Chairs in the near future to get budget proposals for the coming year. The committee has proposed not spending into deficit this year, and this recommendation will be voted on at the next meeting. Kari gave a brief report on the status of PSO CDs, and more details will be discussed at the next meeting.

## **FACULTY COUNCILS**

Ethan presented a list of Faculty Councils and current *ex officio* members representing PSO. Ethan explained that these councils are made up of faculty members, but welcome representatives to observe and report back to their constituencies. Anita pointed out that occasionally *ex officio* members are given the right to vote and participate on a greater level. Ethan asked members to let him know if they would like to add or update their participation on a council. A few verbal requests were made, and Ethan will follow up via email on this topic.

## **WORKING GROUPS**

Ethan led a review of current working groups. The Web working group is really now a committee, and Ethan proposed it be removed from the list. Ethan also briefly discussed the Elections working group and suggested that it continue in the same manner this year with the board president heading the group. The board agreed to the removal of the Web group and the retention of the Elections group.

Ethan presented the current description of the Governance working group, which indicated that this group is focused on PSO representation on outside committees and other groups. The board agreed that this focus should be maintained but that the name should change. There was further discussion on this group, which is included under the next agenda item. Anita and Debbie volunteered to be responsible for this group.

The final group that Ethan brought to the board's attention is the Professional Staff Program Review. Ethan recalled that this group worked on comparing professional staff at other institutions and ours. Debbie elaborated that this group came about in response to some changes in the Operations Manual a few years ago. At the time, there was confusion over if and how PSO was represented and allowed to provide feedback. The focus of this working group is to ensure that PSO is always included in such matters. Dina brought up a relevant HR survey concerning pro-staff compensation as one issue that this group needs to stay on top of. Ethan concluded that the group should continue its work and will contact the current chair, Nancy Bradshaw.

## **PSO REPRESENTATION ON UW COMMITTEES**

Anita and Debbie explained that ideally the board would be able to track and hear reports from all PSO representatives on various committees across the University. The first step is to find out about all representatives, most likely by sending out an email and/or Catalyst survey. The second part will be to communicate with the representatives and receive regular reports back. Dina asked a question about whether PSO members/representatives had to be contributing to the PSO. Ethan clarified that all pro staff are PSO members. Anita and Debbie will work on a proposal for moving forward with this project.

## **UW BOTHELL (UWB) PSO REPRESENTATION ON GENERAL FACULTY ORGANIZATION**

Dina reported that she is working to get PSO representatives on the UWB General Faculty Organization. She has so far gotten a positive response and plans to send a formal proposal. Dina asked if anyone knew where she could find the original proposal used for the Faculty Councils. Ethan said he may have it with some documents that were passed to him by the past president and he will take a look.

Dina also gave an update on the process of getting a PSO Board Member elected as an *ex officio* member of the Board of Regents. Currently, the Chair of the Faculty Senate and the Director of Alumni Relations serve in this capacity. Dina talked with the Faculty Senate Chair and discovered that any representative must be voted on and that this was most likely to be successful if the representative has the support of the President and the Provost. Dina asked anyone who has connections to the President's office to let her know. Debbie will provide Dina with some possible leads. Dina also pointed out that the most appropriate person to represent the PSO would be the president, and Ethan agreed.

**CHRONICLE OF HIGHER EDUCATION – GREAT COLLEGES TO WORK FOR**

Ethan spoke briefly about the Chronicle's *2009 Great Colleges to Work For*. He encouraged everyone to take a look at the list and think about how and if we might use this to inform our work: <http://chronicle.com/section/The-Academic-Workplace/156/>. This will be a topic at a future meeting.

**ITEMS/NOTES/INCLUSIONS FOR JULY PSO EMAIL**

Ethan reminded the group to send anything that might be included in the July PSO email to him. Samantha mentioned the recent increase in health insurance premiums and agreed to forward this info to Ethan.

**OTHER BUSINESS**

Debbie reminded the board about previous discussions around whether board members should be required to be contributing members of the PSO. Debbie thinks they should, and Samantha commented that most non-profit boards require a contribution. Ann mentioned that for fundraising purposes, it is easier to ask others to give when you have contributed yourself. Ethan also mentioned that many board members contribute their time and that this might be sufficient. Debbie will raise this issue at a future meeting.