

PSSO

Executive Board Meeting Minutes

May 17, 2018

Opening

The Executive Board meeting of the Professional Support Staff Organization (PSSO) duly called and held on May 17, 2018 at Western Michigan University commencing at noon in the Bernhard Center Faculty Dining Room.

Present - Shannon Rininger, Paige Warner, Khanh Hahn, Pat Wilcox, Beth van den Hombergh, Terri Simmons

Absent: Amber Hutson, Tonya Dean, Cindy VanderWoude

Called to order: 12:09pm

Approval of Agenda

The agenda unanimously approved with minor adjustments.

Officer Reports

- **Treasurer Report**-Khanh gave her treasurer report to the Board.
- **Secretary Report**-No report
- **Vice President Report**-No report
- **President Report**-No report

Discussion Items

- **Membership Drive**-In June the Membership Committee will start a new membership/renew membership drive which will run through mid-September. Time is now to renew for 2018-19. Those members that have used the Perpetual Renewal process in the past, this process will no longer be available. You are able to renew using the on-line process but won't have the perpetual each year option available. Members can also use the paper form to renew PSSO membership.
- **Membership Weekly Emails**-A discussion took place regarding the frequency of the Fun Friday Emails. Some members thought that too many were being sent out. After discussion by the Board, it was decided that the Fun Friday emails will be sent bi-weekly rather than weekly and will contain information relevant to PSSO.
- **Constitution & By-laws**-The Updated Constitution & By-Laws are ready to be presented to the membership with a vote taking place soon. Shannon will take the lead on this.
- **Compensation Letter**-The Board narrowed down what we felt were the three most important things to the PSSO membership. The three items most important to hourly staff are pay, adding December 24 to the Winter Closure, creating a sick leave donation bank for employees to use as needed. More work is needed on this letter.
- **Annual Report**-All team chairs need to create the annual report outlining what has happened in/with their committee during the 2017-18 year and turn into PSSO Secretary Pat Wilcox.
- **The Education Assistance Fund**-Money needs to be moved from the general PSSO account to the special Education Assistant account. This discussion item tabled to the next PSSO Board Meeting.

- **PSSO Fundraiser**—It was suggested that we look into selling candles as a part of next year's fundraising efforts. Kalamazoo Candle Co, which is run by a WMU Alumni, has a fundraising program. Paige will research this and present more information to the Board.

Other Discussion Items

- **Day Trip**—This event is scheduled for Saturday Jun 23, 2018 with the location being Shipshewana IN. Itinerary coming soon.
- **Retiring**—Past PSSO President Terri Culver is retiring June 30th.
- **Online Archive**—The Board discussed creating an online archive for PSSO documents. This would create one place for all PSSO archived data to be stored and would be available as a resource for projects and protocols. A motion was made to move forward with this, seconded and passed unanimously. How it is managed and who has access will be determined by the incoming 2018-19 PSSO Board.
- **Public Safety Committee**—Terri Culver was the PSSO Representative for this committee. With her retiring a vacancy has been created. Pat Wilcox has volunteered to take Terri's place.
- **Thank You Cards**—Beth suggested giving thank you cards. She will get cards and the Board will sign them. She will send them out.
- **4-Day Work Week**—A flyer was handed to the Board regarding 4-day work weeks. This is being done at Alabama University. It was thought to be something we could suggest to the Administration.
- **New Board Retreat**—The Board will schedule retreat time once the new Board Members take office.

Adjournment

Meeting adjourned at 1:21 p.m.

Minutes respectfully submitted by Pat Wilcox.