

PSSO

Executive BOARD MEETING MINUTES

March 15, 2018

Opening

The Executive Board meeting of the Professional Support Staff Organization (PSSO) duly called and held on March 15, 2018 at Western Michigan University commencing at noon in the Bernhard Center Faculty Dining Room.

Present - Shannon Rininger, Paige Warner, Tonya Dean, Amber Hutson, Khanh Hahn, Pat Wilcox, Cindy VanderWoude, Beth van den Hombergh, Terri Simmons

Called to order: 12:04pm

Approval of Agenda

The agenda unanimously approved as distributed.

Officer Reports

- **Treasurer Report**-Khanh gave her first report to the Board as the new PSSO Treasurer after Paige Warner stepped down.
- **Secretary Report**-Last month's minutes went out to members.
- **Vice President Report**-Working on the next PSSO General meeting.
- **President Report**-No report

Discussion Items

- **Member Concerns-bullying and harassment in the workplace**--There was much discussion regarding employee concerns of WMU's workplace culture regarding bullying and harassment along with the complaint process currently used here. Is the complaint process adequate? Does it include due process for those involved? Does it address retaliation and retribution? Is there a written policy concerning bullying and harassment at WMU? This subject and these questions need to be put on the agenda for the next meeting with the Administration.
- **Membership**--PSSO currently has 122 PSSO members. The membership team will be meeting soon to come up with a membership drive timeline along with the process for producing membership cards.
- **PSSO share drive**--The Board is currently working on getting a share drive so all of PSSO information can be stored in one area to make it easier for incoming new Board members or Team Leaders to access past and present information.
- **E-learning Lunch & Learn**-This information was emailed to members.
- **Mentor--Mentee Program**-Two people expressed interest in this program. One mentor and one mentee so this worked out great. These two are piloting the program.
- **Day Trip**—Brittney and Brooke are working on a PSSO day trip. This would include carpooling, meeting for lunch and perhaps a show. Watch for more information.

Team Updates

- **Adopt-a-Highway**—This event is April 14th with a rain date of April 21st. Everyone is welcome to help.

- **PSSO Awards Luncheon**—The event is scheduled for 11:30am Thursday, May 3, 2018. Mark your calendar.
- **PSSO Awards Committee**—No update.
- **Elections**—Sixty-four people were nominated for the PSSO Board. Twenty- two have declined. Six have accepted. Still waiting to hear from the other nominees.

Adjournment

Meeting adjourned at 1:45 p.m.

Minutes respectfully submitted by Pat Wilcox.