THE UNIVERSITY OF
TOLEDO
Professional Staff Association Goals
Achievement Report
2003-2004

- **Review Handbook** (possibly remove from PSA web page and refer people to the HR web page and site the sections pertinent to PSA since it is currently under revision by HR)
    - Goal was not achieved because HR has not updated UT policies. The PSA Policy Committee made recommendations to HR in August 2002. In April 2004, HR announced that Annmarie Heldt will be the dedicated HR personnel for working on updating the HR/UT Policies. Once the policies are updated, it is recommended that PSC work to update the PSA Handbook through the PSA Policy Committee.

- **Continue to work with the administration to improve morale** (compensation, fee waiver, policy changes, lack of consistency, parking)
    Goal achieved the following are some of the examples of activity:
    - PSC was instrumental on recommending that UT send a salary and benefits statement to all UT employees.
    - PSC officers met regularly (every other month) with UT President Dan Johnson and VP of Finance, Technology and Operations Bill Decatur in which they shared and discussed PSA concerns and issues.
    - Clarification of UT fee waiver policy was presented at the PSA Fall general Meeting.
    - Jim Sciarini, Associate Vice President for Human Resources presents an administrative update once a month at the Professional Staff Council Meetings.

- **Update PSA Web page**
    - Goal was achieved on June 1, 2004, the Professional Staff Association's Communication Committee, under the leadership of Don Curtis launched a new PSA web site. The site received 33,000 hits in the first 11 days.

- **Create an ad hoc committee to review the by-laws** (Look at new divisions and the representation at each and the establishment of a "past chair" committee.)
    - Goal was achieved. An ad hoc committee was formed and on March 31, 2004 updated bylaws were approved at the PSA Spring General Meeting.

- **Improve Communications within PSA membership**
    - PSC utilized the PSA list server to commutate about events and activities related to PSA.
    - PSC held two general meetings on November 4, 2003 and on March 31, 2004
    - In 2003, the Professional Staff Association's Membership Committee, under the leadership of Terrie Kovacs implemented a plan to welcome new PSA hires to the University and to inform them about the Professional Staff Association. New hires also receive a PSA brochure outlining the organization and council members.
    - PSC conducted a survey of PSA members asking questions regarding issues of morale, raises, professional development and general meeting topics and solicited general comments.

6/16/04