



**Professional Staff Organization
Meeting Minutes from
December 11, 2008**

Introductory Business:

Twenty-three PSO members attended the second meeting of the year. Dawn Byers, PSO Chair, began with introductions all around. PSO gave a warm welcome to new LCSC employee and PSO member, Sandra Boyd, IT Programmer.

In the second installment of the video entitled, "Stop Me Before I Strangle Someone", Meagan Johnson talked about "foundational signposts"—those events that shape who we are and who we become. These signposts are the core or structure of how we decide right vs. wrong. Along the way, we may encounter extra signposts that are just as powerful, but they are only meant to serve us for a short amount of time and then we discard them. Johnson says we go to people who will confirm our emotional state. The goal is to learn from events that happened in the past, to realize and let go of the events for which we have no control, and to learn to control our responses and reactions to situations. In this way, we will be able to control our responses when our "Bob" provokes us.

General Announcements:

Dawn Byers provided the correct holiday I-Time coding for exempt employees, with a reminder that if we worked Veteran's Day (Nov. 11), we do not have to use vacation time for Friday, Dec. 26. Only three custodians will be working during the week between Christmas & New Year's Day. The heat will be set in the buildings at non-occupied levels during the holiday break.

Jerry Hindberg reported that beginning Dec. 29, IT will switch the Redwood Server. New switches were installed in the Admin Bldg and 1st floor of Reid Centennial Hall. IT will also be upgrading Barracuda.

Dawn reported that LCSC will not declare financial exigency for FY09, but the forecast for FY10 is still in question. Four percent (4%) was officially pulled back to the Division of Financial Management from FY09's budget. Divisions/departments will see a 5% reduction of the base amount in OE on FRX reports. We are all cautioned to watch our expenses and to differentiate between necessities and luxuries.

Dawn Byers & Matt Graves are co-chairs of the committee addressing PG-61: Energy & Operating Efficiencies. They are soliciting ideas and suggestions for both operating efficiency AND energy efficiencies. The goal is to present valid recommendations to the administration. Topics that have been discussed are the 4-day-work week, telecommuting, etc. Please send ideas to either Dawn or Matt.

Old Business:

A motion to approve the September 18 meeting minutes was made by Matt Graves; Traci Birdsell seconded, and the motion passed unanimously.

New Business:

Matt Graves, Director of the Physical Plant, gave an informative presentation on Facilities Management & Plant Operations and demonstrated the new online work order request form. Once a work order has been submitted, Angie McClain receives the email and assigns the job. Submitters can then look up the request online to see which PP staff has been assigned. One benefit of this online system is the ability to track the work being done.

Matt also provided a handout of custodial services, the custodians who are responsible in each building, and the square footage of each building. The duties of the custodians are divided into daily, weekly, every 4-6 months, or as needed. Knowing what is expected and how often gives us all a better sense of what our janitors have to do.

Thanks, Matt!

For the Good of the Order:

FARG report presentation is the week of December 15. Dawn encouraged all members to read PSO's recommendations.

The United Way campaign ends Dec. 31; payroll deductions must be made by 12/24/08 in order to be able to claim the donation for taxes.

Respectfully submitted,
Lori Ruddell

Treasurer's Report

Ending Balance as of December 11 meeting		\$1,386.36
Deposits		
December	35.00	
January	103.00	
February (to date)	35.00	
Total Deposits		<u>173.00</u>
Subtotal		\$1,559.36
Expenses		
Refreshments	34.75	
Printing	<u>4.50</u>	
Total Expenses		-39.25
Ending Balance as of February 19, 2009		<u>\$1,520.11</u>