PSO Committees Handbook

Updated: Spring 2018

Process:

Early in the academic year, the PSO Chair is review the committee members list, and determine where new volunteers are needed. Typically, the best way to recruit representatives is to ask for volunteers, either through email or at a meeting (email is usually best). If not enough volunteers come forward, scan the list of PSO members (provided by the Digital Communications Officers) for good candidates and ask them personally.

Committees:

Winter Revels

- Chaired by the Director of Administrative Auxiliary Services
- Purpose is to plan the Winter Revels winter party; and involves regular meetings from October through December; usually one full or half-day of decorating prior to the event
- 2 PSO members are needed; more at the discretion of committee chair; try to alternate committee members each year.

Professional Development Training (PDT) committee

- Chaired by the Director of Administrative Auxiliary Services
- Purpose is to develop and coordinate courses for the Professional Development Program; term served is one year; learn more on the PDT website (Full URL: http://connect.lcsc.edu/pdt/)
- 2 PSO members are needed. Members can continue service if new volunteers are not available.

Functional Area Committee Observers (FACs),

- Chaired by either the PSO Vice Chair (or PSO Chair if needed)
- Purpose is to send one PSO representative to observe each FAC meeting, then compile their observances and recommendations into a report that is then given to LC administration
- The Director of Institutional Research will ask the committee Chair to nominate FAC members and prefers to have at least a few new people participate each year rather than the same set of observers each year; Read more about the process on the IRE Intranet Page (Full URL: http://intranet.lcsc.edu/ir/IRintranet/homepage1.html)
- In 2019 Fiscal Year, a total of 6 PSO members are needed, one each for: School of Liberal Arts and Sciences, School of Professional Studies, Administrative Services, Professional- Technical, Students Services, and Direct Reporting Units; 1 additional PSO member may be required if Community Programs does a report; Members can continue service if new volunteers are not available.

Professional Staff Hearing Board:

- Comprises 7 PSO members serving a two-year term; Members can continue service if new volunteers are not available.
- One of the PSO members must Chair the Board; Committee chair is determined by the committee members
- the purpose and policy for the Board is outlined in LCSC's Policy & Procedures manual (Full URL: http://www.lcsc.edu/policies/)

PSO mentors:

- Purpose is to provide an opportunity for seasoned staff to share their knowledge and experience with new staff. It benefits new employees by giving them a friendly resource where they can benefit from the coaching, guidance and encouragement a mentor can provide.
- At the start of the academic year, the Chair solicits as many mentors as are willing to volunteer; mentors can stay on the committee for as many terms as they would like, or as determined by the committee chair
- Chaired by the Director of Administrative Auxiliary Services in partnership with Human Resources

Employee of the Year

- Chaired by HR Director
- PSO Vice Chair is a member
- Nomination and Election process is handled by PSO Vice Chair and PSO Digital Communication Officer
- List of past winners is at the Professional Staff Award page (Full URL: http://www.lcsc.edu/awards/professional-staff-award/)

PSO Donations

- Chaired by the PSO Treasurer
- Purpose is to evaluate donation requests for PSO Funds
- 1 or 2 PSO Members are needed; more members can be volunteered if PSO Officers see a need

LC Cares

- LC Cares is a committee made up of students, staff, and faculty. They can be seen on campus collecting gifts and provisions for families in need during the holiday season, as well as needs drives during natural disasters.
- Number of PSO members needed is based on the request from the LC Cares Chair

Committee Creation Process

View the current PSO Bylaws for information on this process.