 2019-2020 Officers:

Chair: Cindy Patterson

Vice-Chair: Angela Meek

Secretary/Treasurer: Johanna Björk

Digital Comm: Kati Wilson

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***PSO Meeting Minutes***

February 10, 2020

10am; ADM 203

1. Call to order:

Cindy Patterson called the meeting to order at 10am. 25 PSO Members attended.

1. **Speaker:** Erin Cassetto, Director, Student Employment - Career Center & LC Work Scholars

Work Scholars hiring process is going to change this semester. Already visited CSO and Faculty Senate concerning this change.

Since 2015 the hiring process has been done one specific way:

1. Interview with office.
2. Apply for all positions they are interested in.
3. Resumes are released all at once, released at noon.
4. Work sites have one week to interview and hire students.

Trying something different effective with the Fall Semester 2020. Our office along with LCSC community will score/rubric and move the students to the next level

Those scoring students (using a designated rubric):

* Member of Erin Cassetto’s office.
* Member of existing work scholars community.
* Member of PSO, CSO, or Faculty.

50 interviews is a lot, trying to spread out the work amongst several members.

Time frame March 8 – 20th. Looking for volunteers from PSO/CSO/Faculty. Please email Erin Cassetto to volunteer to serve on interviews.

The interview process will reduce the large amount of students to 7 students. Those 7 students will move on.

**Question** (Cindy Patterson) – 7 openings for fall semester? Erin Cassetto – Yes.

**Question** (Angela Meek) –can you send us a blurb to send out to all PSO. Erin Cassetto – Yes, I will provide one.

Erin Cassetto – Reminded us that they have a professional clothes clothing closet. Taking donations. Any extra things they don’t need will be taken to goodwill.

**Question** (Rebecca Fromdahl) – What kind of sizes do you need? Erin Cassetto– All sizes.

Rubric will go live this week. Encourage students to take a look at the rubric. Want to encourage transparency.

1. Approval of minutes from November 11, 2019. Motion to approve minutes by Dawn Lesperance, seconded by Kevin Reynolds.
2. Committee Reports
   1. LC Cares – Vikki Swift– update – 261 pounds of food received, donated all to the Warrior Pantry. Many toys went to the YWCA. Cindy indicated this number is down from previous years.
   2. Compensation Review Committee – Cindy Patterson - In the process of finalizing our report to the president. With budget cuts pending, will recommend that personnel be held as harmless as possible.
      1. Parking – PSO made a recommendation to CRC in the report that we would like to see a second permit at $10. We wanted administration to know that we want to be friendly with LC’s neighbors when it comes to parking. With these prices we may have more people parking on the streets. Jerry Hindberg worked hard to get the parking permit decreased, kind of feeling like we are sliding backwards. All we can do is submit our recommendations and request President Pemberton's feedback. Salary Recommendation: just because they charge more at other institutions for parking, their salaries are higher; requested that our final parking fee be proportional to salaries. Nothing more at this time until we get further guidance from LC Administration and the State Legislature
   3. Functional Area Committee – Meeting Thursday to draft report – Presenting on Monday 24th at 11:45am.
   4. PSO Mentors.
      1. Vikki – 18 PSO mentors. 8 CSO mentors. So far been able to match mentors with new people. Still seeking mentors, particularly CSO
   5. PSO Employee of the Year – Angela – Courtney Toth is the main person in charge of Employee of the year this year. Nominations are open now. Will close on February 14th, Friday at midnight. Kati Wilson been asked to send out an email regarding CSO employee of the year nominations. Both are open now.
   6. Professional Development – Vikki Swift – Warrior walk on Wednesday (2/12/2020 @ 12 -12:30pm). Active Assailant Seminar from Campus Security on Thursday (2/13/2020 @ 1 – 2:3pm). Warrior Yoga (2/18/2020 @ 4-5pm). LC State Discover Series at Center for Arts and History (2/20/20 @ 3:45 – 5pm). For registration and dates visit: https://www.lcsc.edu/pdt/
   7. Professional Staff Hearing Board
      1. Cindy Patterson – No report
   8. Winter Revels – Dawn Lesperance –No report
   9. PSO Donations – Dawn Lesperance – No report

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1. Vice Chair Report – Angela Meek
   1. LCSC Events – Insert. Visit events page.
   2. Black History Month. February 2020
   3. Speech and Debate Club Valentine's Day Card and Bake Sale/Sam Glenn Complex Lobby 2/11/2020
   4. Smithsonian traveling exhibit @ CAH Jan. 17-Feb. 28, 2020
   5. YWCA Soup-port our Shelters. February 28th. More information: https://ywcaidaho.org/events/soupport-our-shelters/
   6. Midterm Study Night @ the Library. March 4th & 5th. (5-8p)
   7. 3rd Annual Women’s Leadership Conference, March 6, 2020. More information: https://www.lcsc.edu/ce/cewlc/
2. Committee Openings – Angela reported no openings
3. Treasurer’s Report –
   1. Johanna Bjork reported $1969.69 (1/31/20 @ 9:30am). December: $30 spent. 12/31/19: Balance $1823.69 since Revenues $146.00
4. Digital Communication Report -
   1. Kati Wilson – absent, no report. Voting stuff is up on the website.
5. Chairperson’s Report
   1. Presidents Council – Cindy. President Pemberton wanted to say thank you for everyone and the hard work. She knows that the cuts the governor has implemented will be hard. They will be meeting on Feb 24th and reviewing the entire request and evaluate how those percentages will affect each department on campus. She will share that with us once that is finalized. President Pemberton had a great presence at education week and met one on one with many legislators. Many legislators referred to meeting President Pemberton. President Pemberton is really trying to get our point forward that we are taking this very seriously. Pleading our case to the legislators. Why LC is here and needs the dollars we are asking for. Asked for 2.5 mil to finish out the CTE building. LC hasn’t done anything wrong; building costs have been higher than originally estimated.

New Business

* Dawn Lesperance – Blackboard is going away. Orgs or training modules, all of that needs to be accessible, e-LS is doing PDTs to help you get everything accessible.
* Allen Schmoock, - New upcoming website development. Training in progress throughout February (one cohort per week). Today starts the second cohort.
* Johanna Bjork – First Tuesday, every month, game night at the Library with Dr. Louis N Sylvester.
* Derek Knoll – Canvas, if you use Blackboard, you will be surprised at how easy it is.
* Cindy Patterson – The College needs all hands in for recruitment and retention.

1. PSO Drawing Winners:
   1. Cindy Patterson
   2. Patrick O'Shaughnessy
   3. Sheila Bond

Adjournment – 10:45am.