



November 14, 2017  
2:00 pm – 3:00pm  
SUB 143

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## Minutes

Meeting called to order by Treasurer Travis Osburn at 3:05 pm.

### Special Guest – Provost Lori Stinson

The Provost, Lori Stinson, addressed PSO to give updates on projects the administration is focused on before the hiring of LCSC's new president.

The Strategic Enrollment plan expires Spring 2018, so the President's Council is busy working on the form and structure before the new president is hired. The strategic enrollment plan will be presented to the State Board of Education in April, but it is required to be submitted a month before the meeting (March). In January listening sessions will be held before the presentation of the plan.

The instructional plan is also in the works, which focuses on many goals one being to increase the number of online students and another stating that all instructors will be Quality Matters' certified. A committee, which encompasses a variety of faculty and staff, was created dedicated to reviewing the current (Blackboard) and prospective new learning management systems.

Lori provided an update on the status of the new CTE building. The new building will be built with a pad in the foundation to provide a quick expansion should more funds become available. The building will have less square footage than originally planned. The architects visit campus tomorrow, November 15<sup>th</sup> to discuss the location of the various offices and programs within the new building.

An ongoing project for the Provost is the accreditation document, which has required various departments' input. Lori is looking for a volunteer to review and edit the document. The volunteer firstly must have their supervisor's approval and will most likely be compensated with a payment in addition for their efforts.

### Approval of Minutes

The minutes of the October 13, 2017 meeting were briefly reviewed and it was moved by Charlotte Kremer they be accepted with a second by Kevin Reynolds. Vote was unanimous to approve.

### Committee Reports

LC Cares – Athletics is hosting during the NWU game the "LC Cares Day" in which the community can come and make a donation. Boxes have been placed in all of the buildings for donations for the holidays.

All non-perishable items will be delivered to the YWCA and benefit LCSC Students who need food during the holidays.

Compensation Review Committee – President Fernandez contacted the Chair, Carrie Kyser, to confirm her role in being a representative for CRC; he said the process will start in December.

Functional Area Committee – No report.

PSO Mentors – No report.

PSO Employee of the Year – No report.

Professional Development – The committee met very recently. A lot of discussion regarding a re-vamp of the program and to start more regular and frequent PDT offerings.

Professional Staff Hearing Board – No report.

Winter Revels – Save the date, December 8<sup>th</sup> for this year’s Winter Revels which goes from 4:00pm till 5:30pm. The theme is superheroes and the committee is looking for volunteers and donations for decorations. There are four different themes for different landscape portions of the party, so there are many different items needed to be loaned or donated since department funds cannot be used to buy decorations. Travis Osburn presented a motion, which is the opportunity to either put together a basket for auction during Winter Revels or donate \$100.00 for the Winter Revels committee to purchase decorations or items for auction. Kevin Reynolds seconded the motion and motion passed unanimously.

PSO Donations - Rebecca Fromdahl opened a motion for PSO to donate \$250.00 from the PSO fund to help stock on the food pantry on campus for students. There was some discussion as Rebecca informed the group how the food pantry benefits students. This donation would go towards restocking the pantry right before holiday break for the students who stay on campus since food options are severely limited due to the closure of campus. Charlotte Kremer seconded the motion and motion passed with a unanimous vote.

Vice Chair Report

Liz Weldy presented the following calendar and PDT items:

November	
14	4:30pm-7pm Craft Happy Hour-Christmas Crafts CAH
14	Noon : Turkey Trot-Warrior Wellness walk-Drawing to win a TURKEY
15	10:30am-1:30pm : LCSC Benefits & Wellness Fair
16	7 pm-9pm : Music: Third Thursday Celtic and Old-Time Sessions @ Café Reuben
16	6pm-8pm : A Taste of Culture-Silent Auction, Music, Wine Tasting @ Basalt Cellars
23	THANKSGIVING
24	Thanksgiving Break-day off

December	
2	9 am : ASLCS Christmas Craft Fair
5	4:30pm-7pm : Craft Happy Hour-Bath Salts & Bombs CAH
6	8pm-9pm : WEB-Comedian Hailey Boyle @ Silverthorne Theatre
8	Save the Date: Winter Revels "Super Heroes"
9	10am – 4pm : Alternative Giving Fair-CAH
9	1pm – 3pm : Second Saturday-Tree Decorating & Ornament Making
21	7pm – Music : Third Thursday Celtic and Old-Time Sessions

### *PDT Classes*

November	
17	3pm : Grant Basics: Award Administration (SUB 225)
29	3pm : Safety on Campus (ACW 136)
December	
11	1:30pm : Benefits Refresher
January	
3	9am : New Staff Orientation

\*It was asked if flu shots would be available at the Health and Wellness fair as they have been in the past. Yes, FREE flu shots available to employees & FREE lunch (Potato Bar)!

### Treasurer's Report

As of November 1, since our last meeting: We had \$54 in donations and have a \$30 IDG out for the October meeting drawings. Taking out the \$30 our current total is \$1329.68.

### Chairperson's Report

President Search Committee – The calendar from the all campus email, “LCSC Presidential search process” was shared. Our opportunity to attend a listening session is Wednesday, November 15<sup>th</sup> in SAC 112 9am till 10am. On Wednesday, November 15<sup>th</sup> from 2pm till 3:30, the search committee will be meeting. Carrie Kyser will attend (even though she is absent) via video conference, and Travis Osburn will attend in person.

Next Meeting – Speaker and Topics – The next meeting will be on February 13<sup>th</sup>, 2018 at 2pm in SUB 143. Johanna from the library will talk to PSO about resources at the library for staff.

### New Business

LC-Work Scholars: Erin Cassetto spoke on behalf of LC Work Scholars to inform and update PSO members of the work scholar program. Erin introduced their new Program Coordinator, Derek Knoll who gave members two handouts. Erin spoke about the information contained in the handouts one is a table showing the benefits of LC Work Scholars vs. hiring a Work-study. The second handout contained goals of the program, as well as, the benefits of hiring a LC Work Scholar and how the program works. Erin stated that they accept applications year round and have off-site business who use the LC Work Scholar program. Erin also spoke about how the student isn't only “employed” but is learning how to work in that field at internship level work.

125<sup>th</sup> Fundraising Campaign: Erika Allen introduced the 125<sup>th</sup> anniversary fundraising campaign for LCSC. Now, LCSC is able to provide a website for online, recurring donations. Any department or private individual/business can make recurring donations to their departments and programs on campus. The website is [125.lcsc.edu](http://125.lcsc.edu). Along with online donations, you can share your favorite memories of LCSC and share your donation link on social media. The foundation has the ability to send thank you notes to all of your donors if you host a fundraising event.

Other business by members: Charlotte Kremer informed PSO that community volunteer work for Martin Luther King Day will be held January 15<sup>th</sup> 2018 which will include numerous family activities like bowl and rock painting, greeting cards and a candlelight march.

#### Drawings

\$10.00 in WarriorBucks will go to:

- Charlotte Kremer
- Lori Ruddell
- Allen Schmook

#### Adjournment

The motion to adjourn was made by Travis Osburn with a second by Liz Weldy. With a unanimous vote the meeting was adjourned.

Respectfully submitted by Liz Weldy.