



October 10, 2017  
9:00 am – 10:00 am  
SUB 143

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## Minutes

Meeting called to order by Chair Carrie Kyser at 9:03 am.

### Special Guest – Debbie Kolstad – Homecoming Committee

This will be the third homecoming event since its reimagining. They will be keeping many of the successful things from last year including the Warrior Flag Find and Spirit days. You can view the full schedule at [www.lcsc.edu/homecoming](http://www.lcsc.edu/homecoming).

A few things Debbie wanted to make sure were known:

- Be sure to show up for the all campus photo at 12:45 pm on Friday, October 20 at the SUB Amphitheater in LC Gear.
- They are looking for people to be on the staff kick ball team. Contact Debbie if interested.
- T-shirts are \$5, order at the homecoming webpage.
- They want all staff to be involved.

Tom Garrison also mentioned that there would be a leaf raking contest to help reduce the leaf blower machine noise on October 19<sup>th</sup> from 3-5.

There is also a lot more information on the Event Calendar on the LCSC webpage. It was designed and is maintained by Nina Peterson's class.

It was also noted that the State Board of Education meetings will be held on campus October 18-19.

### Approval of Minutes

The minutes of the September 12, 2017 meeting were briefly reviewed and it was moved by Dawn Lesperance they be accepted with a second by Angela Meek. Vote was unanimous to approve.

### Committee Reports

LC Cares – Currently looking for campus chair of the committee.

Compensation Review Committee – No report.

Functional Area Committee – No report.

PSO Mentors – No report.

PSO Employee of the Year – No report.

Professional Development – The Leadership Institute has just wrapped up. If you have any questions or concerns email Erin Haley.

Professional Staff Hearing Board – No report.

Winter Revels – In the process of getting things done. Currently looking for committee volunteers. First committee meeting will be on Friday.

PSO Donations - Travis Osburn has been appointed as a new member. The donation form is in the final stages of completion.

Vice Chair Report

Liz Weldy is currently on maternity leave so Carrie Kyser presented the following calendar items:

October	
4-30	Sport Leadership Lecture Series <a href="http://www.lcsc.edu/news/2017/09/27/fifth-annual-sport-leadership-lecture-series-at-lcsc-kicks-off-oct-4/">http://www.lcsc.edu/news/2017/09/27/fifth-annual-sport-leadership-lecture-series-at-lcsc-kicks-off-oct-4/</a>
10, 17 & 31	8:30pm– Open Mic Night at Mystic Cafe
14	1pm – 3pm Second Saturday – Pinhole Camera Projects at CAH
16-21	LCSC Homecoming <a href="http://www.lcsc.edu/homecoming">http://www.lcsc.edu/homecoming</a>
17	4:30 – 7pm Craft Happy Hour at CAH; Steampunk Crafts
21	6pm -9pm Steam-Powered Superhero Ball
24	10am-11:30am – Engaging Students with Accessible Course Design (guest speakers from University of Montana) LCSC WCC
29	6pm – Talkington Hall Safe Trick or Treat

Course Title	Points	Date	Time	Category	Instructor	Location
Cyber Security Awareness	2	Oct 12 2017	9:00:00 AM	Computer Technology	jhindberg@lcsc.edu	SUB 143
Grant Basics: Award Administration	2	Oct 16 2017	3:00:00 PM	Workplace Essentials	sreaves@lcsc.edu	SUB 225
Completing Form 19	1	Oct 17 2017	3:00:00 PM	Workplace Essentials	ljmcnair@lcsc.edu	TJH 8
LCSC Web Accessibility	2	Oct 18 2017	8:00:00 AM	Computer Technology	tkwhitmore@lcsc.edu	SAC 146
QPR, Suicide Prevention And Awareness Training	3	Oct 19 2017	3:00:00 PM	Employee Development	dagourluck@lcsc.edu	ACW 136
Supervising Student Workers	3	Oct 20 2017	2:00:00 PM	Workplace Essentials	vswift@lcsc.edu	ACW 136
Adobe Acrobat Professional	2	Oct 24 2017	3:30:00 PM	Computer Technology	jcrea@lcsc.edu	SGC 124
The Days Before the Elms	2	Oct 25 2017	3:30:00 PM	Workplace Essentials	sbranting@lewistonschools.net	SAC 112
Digital Photography Basics	1	Oct 27 2017	9:00:00 AM	Computer Technology	kagrote@lcsc.edu	ACW 132
I-Time/Paystubs	1	Nov 02 2017	3:00:00 PM	Workplace Essentials	jaffloch@lcsc.edu	ACW 136
Renaissance Leadership for Today	2	Nov 03 2017	9:00:00 AM	Employee Development	jmscott@lcsc.edu	TJH 8
Web Editing (Umbraco)	2	Nov 07 2017	10:00:00 AM	Computer Technology	dawhite@lcsc.edu	TJH 17
MS Excel 2010 Inter/Advanced with Dashboards	2	Nov 14 2017	8:30:00 AM	Computer Technology	immaddy@lcsc.edu	TJH 17

October	
29	6pm – Talkington Hall Safe Trick or Treat
19-29	CARRIE the musical October 19-21 & 25-28 @ 7:30pm Matinee Oct 22 @ 2pm Silverthorne Theatre LCSC Students (staff?) Free, Seniors and Service \$7, GA \$10
28	12pm – 4pm Pumpkin Palooza <a href="http://www.beautifuldowntownlewiston.org/pumpkin-palooza/">http://www.beautifuldowntownlewiston.org/pumpkin-palooza/</a>
31	HALLOWEEN!

\*\*\*Carrie received additional information on CARRIE the Musical after the meeting. Ticket prices are as follows: General Admission (including faculty and staff) \$10, LC Students are free with WarriorOne card and UI students will be \$5.\*\*\*

Treasurer’s Report

Travis Osburn reported a revenue total of \$159 since the last meeting, expenditures of \$30 since the last meeting and a current balance total of \$1305.68.

Carrie Kyser mentioned that we have now reached the Spring goal of our monthly donations being over a \$100. Thanks to all those contributing.

#### Chairperson's Report

President Search Committee – no update sadly, the process is supposed to begin mid October.

Digital Communications Officer –Rebecca Fromdahl has been appointed by the PSO Officers to fill the empty position. Just needs to be ratified by the general membership. Angela Meeks moved to approve Rebecca Fromdahl as the PSO Digital Communications Officer for the 2017-2018 academic year, Kathy Martin seconded. Motion was unanimously approved.

Next Meeting – Speaker and Topics – The next meeting will be on November 17 at 2pm in SUB 143. Lori Stinson will be the guest speaker and will talk about what is going on in the Provost's Office and with the mission statement. A representative from the Library will be the guest speaker at the February 13 meeting to talk about staff resources at the Library.

#### New Business

PSO vs CSO food drive for LC Pantry – The LCSC Warrior Pantry is a campus VISTA project through AmeriCorps. It has been proposed that a PSO vs CSO food drive event be held Valentine's week next year. It will be a fun competition for bragging rights. More information to come at the November meeting.

Scott McClure introduced himself as the new Associate Athletic Director or "new Brooke" as he's known. He reminded everyone that staff and their families get in free to all on campus athletic events with their WarriorOne card.

Carrie Kyser presented a humorous trailer video for her project to interview past officers to help encourage people to run for PSO office in the future. The full video can be found on the PSO website under the "Office Council" link. It was requested that the trailer video also be added to the webpage.

#### Drawings

\$10.00 in WarriorBucks will go to:

- Sam White-Temple
- Cindy Patterson
- Debbie Kolstad

#### Adjournment

The motion to adjourn was made by Angela Meek with a second by Vikki Swift-Raymond. With a unanimous vote the meeting was adjourned.

Respectfully submitted by Travis Osburn.