



**Professional Staff Organization**  
February 2, 2016 | 2:00 pm | SUB 143

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**MINUTES**

The meeting was called to order by Jerry Hindberg at 2:00 pm.

**Special speaker:**

LCSC President Tony Fernandez reported on meeting with Idaho legislators and committees. He encourages staff to tell our legislators that we support the Governor's budget.

**Approval of minutes:**

The minutes of the November 17, 2015 meeting were approved without changes.

**Guest Speaker:**

Dawn Lesperance – Director, eLearning Services

**Committee Reports:**

**PSO Mentors – Vikki Swift**

- No training lately, will do this spring.
- There will be a call for new member soon

**Compensation Review Committee – Jerry Hindberg**

- PSO members were sent an interim report via email
- Next meeting: Monday February 8
- Final report is due April 1
- Still time for more ideas, comments, and suggestions. Email Jerry Hindberg or Phil Liggins.
- website: <http://www.lcsc.edu/crc>

**Professional Development – Julie Crea**

- committee is looking for new ideas
- will offer 2 classes on how to use the fitness center
- Needs:
  - someone to do a class on how to use your office as a gym
  - A new Excel instructor
  - A new PowerPoint instructor

**Functional Area Committee (FAC) – Jerry Hindberg**

- The review process has started

**LC Cares – Charlette Kremer**

The holiday toy and food drive was very successful

- Substantial donations were made to:
  - Asotin County Food Bank
  - Community Action Partners Food Bank
  - YWCA
- Community members volunteered to help this year

**PSO Employee of the Year committee – Jerry Hindberg**

- The web page will be up for nominations on March 1

**Professional Staff Hearing Board**

- No activity

**Vice Chairperson's Report: Phil Liggins**

**Important Date Reminders**

- Feb. 5 - Social Science event: Mardi Gras at the Elks
- Feb. 15 - Presidents' day (campus closed)
- April 8 - Faculty and Staff recognition (noon, WCC)

**Treasurer's Report: Bob Franklin**

**Financial report for November and December, 2015**

Opening Balance (November 1, 2015):	1076.68
Revenue:	138.00
Expenses:	560.00
Ending Balance (December 31, 2015):	\$654.68

Revenue

November	69.00
December	69.00
Total:	138.00

Expenses

November	30.00
Oct. drawing winners	
December	530.00
Nov. drawing winners	30.00
Lewiston Kiwanis/Teen Power	100.00
Winter Revels	100.00
ML King Day:	100.00
LC Cares Food & Toy Drive	200.00

2 month total: 560.00

**Digital Communications' Report: Jerry Hindberg**

- Jerry is assuming Angela Meek's responsibility while she is on maternity leave
- If you've requested something but don't see it in a timely manner, send Jerry a reminder email

**Chairperson's Report: Jerry Hindberg**

- All PSO employees are asked to provide ideas for the President's Strategic Enrollment Planning Initiative
- This is a 1-2 year-long project - strategic enrolment initiative
- Continue to send any suggestions. These can be presented to the President's Council, as was done last October or November

**PSO Donations: Jerry Hindberg**

Some members have indicated a desire to have guidelines for the donation process. Suggestions were made concerning a policy, having simple written applications for donation funding.

It was the consensus of those present at the meeting that we should have a policy. There was no resolution, but Jerry said he'll look at other donation policies and decide how we should proceed. He'll try to have a draft to look at for our March 1 meeting.

Discussion/suggestions/consensus from the meeting attendees:

1. There should be a donation policy (guidelines/criteria for evaluating requests)
2. There should be a formalized process for donation requests
  - a. There should be a simple donation request /application form to collect basic info
  - b. Even those groups that PSO supports annually should submit an application
  - c. A subcommittee should review the applications, then recommend for approval at PSO meetings
    - i. Perhaps the voting on donations should be by a larger vote than just those members present at the meetings
3. There should be a reserve policy
4. Keep in mind hardship situations and benevolences that come at unpredictable times

### **New Business**

#### **Mardch meeting treats (March 1, 2016)**

1. Vikki Swift
2. Phil Liggins

### **Other Business**

- PSO Officer elections process starts March 1
- MLK Day report - Charlette Kremer
  - This year the event was held downtown, rather than on campus
  - Volunteer activities were moved to the afternoon (140 volunteers at 11 sites)
  - YWCA – chili feed and hot cocoa bar after volunteering
  - candlelight march from YWCA to the Center for Arts and History
  - Speaker: Malcom Scott, presentation on songs of the civil rights movement (the Center was packed with people)
  - The changes seem to have helped the event
- Wellness Activities
  - February is heart-heath month
  - Thrive Idaho sign up events
    - Thursday Feb 18 , 12-1:30
    - Friday Feb 26, 10:30-12
    - Computer lab in SGC 122
    - Bring Blue Cross ID Card
  - An announcement will be sent out about these

### **Drawing winners - \$10 WarriorBucks**

1. Courtney Robinson
2. Kevin Reynolds
3. Travis Osburn

The meeting was adjourned at 2:37pm.

Respectfully submitted,

Robert Franklin  
PSO Secretary/Treasurer

