



Professional Staff Organization
March 1, 2016 | 9:00 am | SUB 143

MINUTES

The meeting was called to order by Jerry Hindberg at 9:00 am.

Approval of minutes:

The minutes of the Feb. 2, 2016 meeting contained an error:

- The year shown on the page header of the minutes should be 2016, not "206".

Minutes for both the February and March meetings will be reviewed/approved at the next meeting.

Guest Speakers:

Carrie Kyser, e-Learning Services

Kids College has made a request for PSO funding. Amanda Gill had been invited to speak but was unable to attend due to illness. Carrie Kyser from e-Learning Services made a brief presentation in her place. Highlights:

- Kid's College is for kids ages 6-15
- LC Staff who want to teach a class can do so (and get paid for their regular work time).
- Buy 1 - Get 1: Children of LC faculty and staff can get take one class free for every paid one.

<http://www.lcsc.edu/kids-college/>

Sean Gehrke, Director of Institutional Planning, Research, & Assessment

Sean is visiting campus organizations (CSO, PSO) regarding his approach to institutional assessment. He wants to separate the assessment of instructional and non-instructional programs, and he is hoping to make the process consistent, helpful, and meaningful. Hoping to have new assessment process in place by fall.

Motion: A motion was made for PSO to support the development and implementation of new UAP/UAD processes. Seconded and approved.

Committee Reports:

PSO Mentors – Vikki Swift

- no update

Compensation Review Committee – Jerry Hindberg

- Recommendations were made to the President by the CRC committee, which Jerry presented to the meeting.
- These recommendations should be on the CRC web page
- website: <http://www.lcsc.edu/crc>

Professional Development – Julie Crea

- The committee met and is looking at
- grouping some programs together to offer a some short-term certificate
 - example: Microsoft Office
 - would be a resume builder for attendees
- Fitness 101 – class on the use of fitness center machine
- Has a new PowerPoint instructor
- They are always taking new ideas for classes

Functional Area Committee (FAC) – Jerry Hindberg

- Preliminary report due 3/1
- On March 15, 2016, Jerry will present the findings, which will be posted to PSO website and announced

LC Cares – Charlette Kremer
no report

PSO Employee of the Year committee – Jerry Hindberg

- Names have been provided by HR
- Winner needs to be selected and announced by March 18.
- We'll have a condensed voting period due to the date of the recognition awards; This will be a different timeline than for officers nomination and election
- Nomination and voting information are on the PSO web page
- Nominations will be open 3/1-8
- Voting 3/9-16
- Our bylaws need to be revised to hit the earlier date requirements. Jerry will work on amendment re: Employee of the Year time frame
- Anyone (not just PSO members) can make a nomination for PSO employee of the Year, but only PSO members can vote.

It was noted regarding the Officers Council nominations and voting that

- We can keep officers council consistent with the PSO bylaws, which is two weeks for nominations and two weeks for voting.
- Nominations open today (3/1/16) for both.
- Nominations open today for both.

Professional Staff Hearing Board

- no report

Vice Chairperson's Report: Phil Liggins
Important Date Reminders

- PSO Employee of year dates
 - Nominations open 3/1-3/7
 - Voting 3/8-3/15
- PSO Officers nominations and voting dates
 - Nominations open 3/1-3/4
 - Voting 3/15-3/29
- Volunteers for NAIA world series
 - A letter of confirmation is supposed to go to all volunteers
 - We'd like more information from the organizers regarding volunteer timelines
- eLearning Services – Job opening (AA1) closes 3/4/16

Treasurer's Report: Bob Franklin
Financial report for January, 2016

Opening Balance (January 1, 2016):	654.68
Revenue:	101.50
Expenses:	0.00
Ending Balance (January 31, 2016):	\$756.18

Digital Communications' Report: Angela Meek

- PSO Employee of the Year
- PSO Officers Election
- Nominations for both open today
- Jerry Hindberg stated that if you want to serve, nominate yourself or get nominated
- Angela has updated the nomination and voting processes section in the Digital Communications officer handbook

Chairperson's Report: Jerry Hindberg

- Ongoing: President's Strategic Enrollment Planning Initiative
 - All PSO employees are asked to provide ideas (email Jerry)

PSO Donations: Jerry Hindberg

Donations Policy

A draft policy has been prepared (by Jerry Hindberg) and was presented at the meeting. This would involve a subcommittee that would develop a process, review requests and present donation recommendations to the full PSO membership. There should be a web page through which to apply for funding.

The Donations Committee would serve as a filter donation requests.

Motion: There was a motion to create a PSO Donations Committee **Seconded, approved**

Volunteers for PSO Donations Committee

1. Dawn Lesperance
2. Joan Bowen

There is a request for **one more volunteer** to constitute the Committee. Jerry will send out a request.

- This committee will also make recommendations about a "Rainy day amount"
- The committee should have something to present by the next PSO meeting April 19th.

Donation Request

- Kid's College Request

Motion: A Motion was made to donate \$100 to Kid's College **Seconded, approved**

Other Business

April meeting treats (April 19, 2016)

1. Dawn Lesperance
2. Celeste McCormick

The question was raised as to whether PSO funds could be used for treats, rather than having volunteers buy food for our meetings

- It was explained that any expenditures for food on campus, even though it's our organization's money, would have to be purchased from Sodexo
- If our meetings were off campus, that restriction would not apply.

End of year social

There was a discussion of whether to hold the end of year social on or off campus.

There was a general preference is for off-campus, but there are some who can't make an off-campus event during work hours (due to the nature of their job).

Suggestions put forward:

- Have later time for an off-campus location
- Have on-campus to make it more accessible to more of the membership, since it is a big expense of the organization.
- Have a survey to gauge preferences.

It was agreed that the PSO officers will send a survey to gauge preference

Meeting times

Currently PSO meeting times alternate between morning and afternoon to allow more opportunities for attendance. It was suggested to keep them at a fixed time of the month and a fixed time. The setting of the meetings is up to the Officers Council; it was suggested that this be left up the Officers Council.

It was suggested that the question of meeting times should be added to the survey regarding the end of year social. This was agreed to be the members.

Jeannette Klobetanz, the new Assistant Director for Events & Campus Card Services was introduced by Julie Crea.

Vikki Swift handed out flyers for the "**Rock the Walk**"; PDT class points will be offered for it.

Sue Hasbrouck – The Joint Finance Appropriations Committee is scheduled to meet to consider the **Higher Ed budget** on Monday March 7th. Sue encouraged us to start taking an active interest in that process. She will send the web link out.

Drawing winners - \$10 WarriorBucks

1. Vikki Swift
2. Allen Schmoock
3. Julie Crea

The meeting was adjourned at 10:00am.

Respectfully submitted,

Robert Franklin
PSO Secretary/Treasurer