



Professional Staff Organization

October 27, 2015 | 2:00pm – 3:00pm | SUB 143

MINUTES

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

The minutes of the September 15, 2015 meeting were approved without changes.

Guest Speaker:

Charlotte Kremer, Office of Grants and Contracts

- Topic: Grant Incentives
- Handout: Grant Incentive Guidelines
- Summary: There are several Grant incentive opportunities offered to grant writers. Forms are on the LCSC web site, grants page. (<http://www.lcsc.edu/grants/grant-writing-incentive-program/>)

Committee Reports:

LC Cares

- Charlotte Kremer is the Chair, need another member.
- Food and toy drive coming up and this committee will need help

Compensation Review Committee

- Representation is OK; Jerry Hindberg and Phil Liggins
- More info will be presented later in this meeting

Functional Area Committee (FAC)

- another member was needed; Liz Weldy volunteered to serve

PSO Mentors

- could use another member (as many as possible)

PSO Employee of the Year committee

- Vikki is chairing, she's OK to be on it by herself

Professional Development

- Julie Crea is the chair, would like 2 more (in addition to Vikki and Julie)
- Mary Crowell - volunteered to join
- Phil Liggins - volunteered to continue on the committee

Professional Staff Hearing Board

- Should have about 7 people; we currently have 2
- Added: Angela Meek, Bob Franklin, Liz Weldy, Mary Crowell, and Jessica Schumacher

Winter Revels

- has enough members now

Vice Chairperson's Report: Phil Liggins

Instead of a calendar review item on our agenda, we will now have "Important Date Reminders."

Important Date Reminders

- 10/29/15 (Thursday) 10am-pm2 - Employee Benefits Fair, Williams Conf. Center
- Thrive Idaho "Move-it" Challenge ends this week

Jerry reported that the first Thrive Idaho checks have been disbursed (they're disbursed in October, January, and April). All employees are encouraged to participate.

Proposed bylaw changes:

There was a discussion regarding the proposed changes in voting timeframe for officer (and PSO employee of the year?) nominations and elections. The nomination and voting periods were moved up to assure completion by the time of the awards presentation.

There was a motion to approve the bylaws changes. The motion was **voted on and approved.**

Proposed changes to Officer Handbooks:

Digital Communications Officer

It was requested that the Digital Communications Officer send a link to President's Council minutes (via email) to members following each of those meetings. Voting on the changes to Digital Communications Officer duties was tabled until this can be added.

Chair

Handbook changes need needs to be updated to include: notify the Digital Communications Officer of President's Council minutes. Voting on the changes to Digital Communications Officer duties was tabled until this can be added.

Vice Chair

Proposed changes were **voted on and approved.**

Secretary/Treasurer

Proposed changes were **voted on and approved.**

Treasurer's Report: Bob Franklin

Financial report for September

| | |
|--------------------------------------|----------|
| Opening Balance (August 31, 2015): | 973.68 |
| Revenue: | 64.00 |
| Expenses: | 30.00 |
| Ending Balance (September 30, 2015): | 1,007.68 |

Digital Communications' Report: Angela Meek

Changes to bylaws will be re-posted on the PSO web pages. Additional needs for membership on PSO committees will also be added.

Chairperson's Report: Jerry Hindberg

CRC

- Jerry Hindberg and Phil Liggins met with the Compensation Review Committee (CRC), chaired by Chris Riggs. They will meet again in December.
- Jerry had tasked PSO members to suggest ideas regarding non-monetary compensation. Ideas presented to him so far:
 - Some people have indicated to Jerry that we should not present any non-monetary compensation ideas in the context of discussions with the CRC, as it gives the administration an "out".

- Exercise classes - exclude from credit limits
- Flu shots - should be provided for all employees by the college. (It was pointed out at the meeting that flu shots are covered by insurance.)
- There was some frustration expressed about not knowing the expected outcomes of our input/suggestions regarding non-monetary compensation. We go through the process every year but receive little feedback on the ideas presented. It would be helpful to get an idea of which of our ideas might be considered.
- These topics will be discussed at length at the next PSO meeting. Jerry will get a document put together about a week prior to our meeting, including last year's recommendations and this year's recommendations.

Employee Excellence - Examples of outstanding work performed by PSO/CSO members

- Also in the meeting with the CRC was a discussion of Employee Excellence
- Jerry has some IT-centric examples of employee excellence, but solicits other (non-IT) examples from PSO members of employees going above and beyond their job description.
 - Example: our telecoms staff are also supporting fire suppression, security systems, and phone privacy. They weren't hire for these, but have developed expertise in these areas.
 - **More examples are needed. Please send to Jerry.**
- The purpose of collecting these examples has to do with the CUPA scale which relates to the job we do. But on this campus, we don't just have one job, we have multiple jobs.

Salary issues

- Campus salaries have failed to keep pace with cost of living increases.
- Jerry presented info on IT salaries of recent AA graduates working in Pullman vs. pay ranges of LCSC IT personnel (CSO, PSO, and faculty). People without experience are earning more than our staff.
- Increases in insurance can negate salary increases. We could suggest that State of Idaho pick up the increases rather than passing them on to employees.

New Business

November meeting treats 11/17/15

1. Charlotte Kremer
2. Sue Hasbrouck

Other Business

None

Drawing winners - \$10 WarriorBucks

1. Kevin Reynolds
2. Carrie Kyser
3. Brandon Peer

The meeting was adjourned at 3:12 pm.

Respectfully submitted,

Robert Franklin
PSO Secretary/Treasurer