



November 15, 2016 Minutes

Student Union Building 143

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**I. Call to Order;** Meeting was called to order by Chair Phil Liggins at 9am.

16 Members present (including 3 PSO officers, Laci Peer)

**II. Guest Speakers:**

**Layci Peer-LCSC Employee Giving:**

- Reminded everyone to give back to LCSC through automatic payroll deduction. Forms were available for members to fill out and return to College Advancement or to Judy Floch in HR.

**Minutes of the October 26, 2016**

**Discussion:**

- Corrections: Time call to order was incorrect, Charlette Kremer's name was misspelled throughout. It was moved by Linda Stricklin the minutes be approved as amended, seconded by Donna Callahan. They were approved unanimously.

**III. Committee Reports:**

**A. PSO Mentors**

- No Report

**B. Compensation Review Committee**

- Phil did not have a report, Charlette Kremer spoke about her meeting with CSO and putting together a brief survey to ascertain top priorities of the membership.

**C. Professional Development**

- No Report

**D. LC Cares**

- Charlette reported the collection boxes have been placed throughout campus on November 1<sup>st</sup>. Donations will be collected until December 9<sup>th</sup> with delivery taking place on December 12<sup>th</sup>. She asked the reusable shopping bags in the boxes be returned so they can be reused.

**E. Professional Staff Hearing Board**

- Nothing to report.

**F. Winter Revels**

- Julie Crea reports winter Revels will be December 9<sup>th</sup> with Lumberjack Bash as the theme.



**G. PSO Donations**

- No Report

**IV. Vice Chairperson Report**

- Charlette Kremer reported. Provided a calendar of events coming up.

November	
1	LC Cares Food and Toy Drive through December 9
15	11 a.m.-1 p.m. – Kinesiology Club Bake Sale (ACW Lobby) 3:30-4:45 p.m. – Campus Conversations to discuss revised mission statement and core themes (Library TLC) or via conference call at 1-877-820-7831, passcode 437456 6:00 p.m. – Toastmasters Demo Meeting (SUB 143)
16	3 p.m. - CTE Dean Candidate Dana Griggs (SAC 112)
18	2 p.m. – CTE Dean Candidate Ernest Biller (SAC 112)
24	Thanksgiving
25	Thanksgiving

January	
1-2	Holiday Break
12	10-11 a.m. – All campus meeting (Silverthorne Theater)
16	Martin Luther King, Jr./Idaho Human Rights Day 2:00 p.m. – Service project sign up (YWCA) 2:30-4:30 p.m. – Service projects (Various locations) 5-6 p.m. – Community meal and music (YWCA) 6 p.m. – Candlelight march to Center for Arts and History 6:30 p.m. – Living Voices Theater Company Presents: Our Revolution
February	
7	2 p.m. – PSO Meeting (SUB 143)

December	
1-9	LC Cares Food and Toy Drive
2	UAQ/UAP Due
3	ASL/CSC Craft Fair (Activity Center)
4	6:30-7:30 p.m. – Student Piano Recital (Silverthorne Theater)
7	8 p.m. – Comedian Jacob Williams (Silverthorne Theater)
9	4:00-5:30 p.m. – Winter Revels (WCC)
12	9 a.m. – LC Cares Donation Deliveries 5:30-9 p.m. – Idaho Attorney General – St. Joe's Sale (WCC Clearwater)
26	Holiday Break
30	

PDT Classes	
November	
30	3 p.m. – Safety on Campus (ACW 136)
December	
12	1:30 p.m. – Benefits Refresher (SAC 208)
January	
4	9 a.m. – New Staff Orientation (SUB 143)
24	3 p.m. – Building Evacuation Coordinator Training (TBA)
27	8:30 a.m. – Stressed Out! (SUB 143)
30	3 p.m. I-Time/Paystubs (TBA)

PDT Classes	
February	
2	1:30 p.m. – Ellucian Colleague Fundamentals (TBA)
6	3 p.m. – Safety on Campus (TBA)

**IV. Treasurer’s Report**

- Linda Stricklin gave report.

There has been \$64.50 in revenue from gifts and donations in October and so far in November \$34.50. Expenses have been \$30.00 for coffee card winners. Balance of \$1,003.68.

Charlette reported the monthly donation balance has now reached \$79 a month, her goal is \$100.

**VIII. Digital Communications Report**

- No Report

**IX. Chairperson Report**

**A. LCSC Mission Campus Discussions- (9/15 at 3:30 in the library)**



- Phil Liggins stressed the importance of the discussion.

## **X. New Business**

### **A. Performance Evaluations/CEC**

- Lengthy discussion was held about the new date for evaluations. All evaluations are now due before March 17<sup>th</sup>, 2017 instead of the hire dates. Phil will talk with Vikki Swift to ask for information be distributed.
- Sue Hasbrouck spoke about the process of determining merit based raises with the State. Discussion was held on the evaluation process at LCSC and the lack of consistency between departments/divisions. Vikki Swift came in late and answer questions about overtime rules and how approvals work.
- Phil and Charlette will distribute information to PSO members about the Legislative committee meetings and how members can monitor what is going on.

### **B. PSO donations**

- Charlette Kremer moved that PSO donate \$200 to LC Cares, \$200 to MLK day, and \$100 to Winter Revels. Discussion ensued, the motion was retracted. Barbara Leachman moved that PSO donate \$100 to each of the three; Julie Crea seconded and the motion passed unanimously.

### **C. Exempt positions**

- Vikki Swift reported the State Board of Education just approved grandfathering in the employees who are in exempt positions that will be changing due to Federal Law regarding overtime, so those employees will retain the higher rate of vacation time they now accrue. This change will not take effect until Idaho statute changes so employees will not accrue the higher rate until that change takes place. However, once the statute changes, those employees will be given the time missed. She also stated that employees will receive the grandfathering only until they change jobs at which time they will revert to whatever the new position qualifies. A question was asked about how this will affect the coding for holiday time; Vikki will check and report back.

### **D. PSO Winter Revel basket**

- Charlette Kremer will be coordinating a PSO basket for Winter Revels for any members who wish to participate. Please contact Charlette at x2166 or [cpkremer@lcsc.edu](mailto:cpkremer@lcsc.edu) to participate.

## **Drawing**

3- \$10.00 coffee card winner names were drawn:

Courtney Robinson  
Donna Callahan  
Julia Barrett

The meeting was adjourned.

**Next meeting:** February 7 at 2 p.m. SUB 143

**Respectfully Submitted by Linda Stricklin 11/15/2016**