



October 26, 2016

Minutes

Student Union Building 143

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Meeting was called to order by President Phil Liggins at 2 pm.

27 Members present (including 3 PSO officers, Provost Stinson, President Fernandez)

### **Guest Speakers:**

#### **Lori Stinson, LCSC Provost**

- Presented the PSO Plaque. It displays the winners of the PSO Employee of the Year, and will be displayed in SUB 143 along with the CSO Employee of the Year plaque.

#### **Vikki Swift-Raymond, Human Resources**

- New Fair Labor Standards Act (FLSA) Regulations:
  - On May 18, 2016, President Obama announced the publication of the Department of Labor's final rule updating the FLSA's overtime regulations. The effective date of the final rule is December 1, 2016. December 1, 2016 falls within the end of a pay period for the State of Idaho. The effective date for the State of Idaho will be the beginning of the pay period on November 20, 2016 for the December 16, 2016 pay date. Future automatic updates to the initial thresholds will occur every three years, beginning on January 1, 2020.
  - Under the new rules, employees must be classified as salary non-exempt and eligible for overtime pay if their annual salary is below \$47,476 or \$913 per week, up from the previous threshold of \$23,660 per year or \$455 per week.
  - Exempt employees who are affected by this and will now become salary non-exempt will be required to report all of their hours in I-Time. Please note the new FLSA rules do not affect faculty.
  - If you have any questions about the new rules, please contact Human Resource Services at 792-2269 or [hr@lcsc.edu](mailto:hr@lcsc.edu).
  - Website: <http://www.lcsc.edu/hr/flsa-regulations/>
- Vikki let us know that there will training for staff and supervisors on how I-Time will work with comp time.
- HR is working on new policies/handbook for the new classification of "Professional Non-Exempt" staff
- Professional Non-exempt Staff will still be considered part of PSO
- Taking overtime pay (1.5x) vs. taking comp-time is worked out with your supervisor.
- Questions about Vacation time were brought up
  - With the new non-exempt status, those employees would essentially accrue vacation time the same as CSO – meaning only getting 1 vacation day per month rather than 2
  - It has been proposed in the legislature that current PSO who will now be non-exempt would be "grandfathered" into keeping their current system of accruing leave.



- President Fernandez stated that at the first reading of this “grandfather” proposal the legislature agreed with the proposal, and there will be a special meeting in November for it to get full approval.
- Vikki mentioned that HR know these changes can be hard on employee morale, and HR is doing is best to get all employees the information to make this transition as smooth as possible.
- Vikki is looking into how the holiday closure will be coded for PSO who are now non-exempt

## **Minutes of the September 15, 2016**

### **Discussion:**

It was moved by Joan Bowen the minutes be approved as submitted, seconded by Kevin Reynolds. They were approved unanimously.

Phil Liggins asked the membership to review the minutes of the previous meetings in advance to save time during meetings going over them.

### **Committee Reports:**

#### **PSO Mentors**

Vikki indicated that they need more PSO mentors. If you or anyone you know wants to be a PSO mentor please contact Vikki. Carrie Kyser will be sending out an email to PSO members soliciting volunteers.

#### **Compensation Review Committee**

President Fernandez stated that we are waiting until we hear from the Idaho governor to start work on the CRC.

#### **Professional Development**

Julie Crea reported on the leadership institute. The Leadership Institute has started and that includes a PDT that is open to all LCSC today. The PDT by Steve Branting.

#### **Functional Area Committee (FAC)**

Phil Liggins gave the report. Stated that PSO and CSO will try to find common themes and include these in the report.

#### **LC Cares**

Charlette Kremer reported. Handed flier to all present members. From November 1 – December 9, LC Cares is having a food/needs drive to benefit the Community Action Partnership, the YWCA, Asotin Food Bank, Idaho Food Bank, and LC Students through the Social Work Program.

Place your nonperishable food, personal care items, and new, unwrapped toys in LCSC Cares boxes that are located in most building on campus. Reusable shopping bags will go out to everyone to fill; if you cannot donate this year, please return the shopping bag to one of the donation boxes so it can be used at a later event



**PSO Employee of the Year Committee**

Nothing to Report.

**Professional Staff Hearing Board**

Nothing to report.

**Winter Revels**

Julie Crea reported. The Holiday Part will be December 9<sup>th</sup> at 4:00-5:30 in the WCC. Lumberjack themed (think plaid, think northern lights). A call to all departments to donate raffle baskets has gone out...please participate!

**PSO Donations**

Joan Bowen reported. The PSO Treasurer and PSO Donations committee members will be meeting soon, and Dawn has examples of Donations forms that they will start to work with.

**Vice Chairperson Report**

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

**Campus Events**

October	
26	5:30 p.m. – Sport Leadership Lecture (SAC 115) 6 p.m. – Talkington Hall Safe Trick or Treat
27	10:30 a.m.-1:30 p.m. – Employee Benefits Fair (WCC) Hearing and blood pressure checks, flu shots (bring your insurance card). Free soup bar and grand prize drawing for an Echo Dot Noon – Sport Leadership Lecture Series (SAC 115)
28	3 p.m. – NSLS Speaker Broadcast (SUB 143)
29	12 p.m. – Pumpkin Palooza (Downtown Lewiston)
31	Halloween!

October 26-29: 7:30 p.m. Eurydice – LCSC Theater Department (Music Building)

November	
1	8 a.m. – LC Cares Food and Toy Drive Begins
2	1 p.m.-5 p.m. – PERSI Workshops (SAC 112) 8 p.m. – Musician Dan Henig (Silverthorne Theater) Warning! Adult Content 18+ only please
8	8 a.m-8 p.m. – Election Day! (Election info at idahovotes.gov or vote.wa.gov) 5:30-11 p.m. – Election Night Results Watch Party (SUB)
14	12-3 p.m. – North Idaho Legislative Tour
15	9 a.m. – PSO Meeting (SUB 143)

November 7-29 Lewiston Civic Theater – Three Musketeers (Wednesday-Saturday 7:30 p.m./Sunday 2:30 p.m.)  
November 24-25 Thanksgiving Holiday

**PDT Classes**

October	
26	3:30 p.m. – Rascals & Shenanigans: History of LCSC (SAC 112)
November	
3	3 p.m. – I-time/Paystubs (ACW 136)
4	8:30 a.m. – Managing Projects (SUB 143) 9 a.m. and 2 p.m. – Making an Accessible Syllabus (SAC 146/MLH 240)
8	10 a.m. – Web Editing (Umbraco) & Forms (Contour) (SGC 122) 2 p.m. – MS Project Software (MLH 240)
15	8:30 a.m. – MS Excel 2010 Inter/Advanced with Dashboards (SGC 122)
30	3 p.m. – Safety on Campus (ACW 136)

**Treasurer’s Report**

Charlette Kramer gave report.

There has been \$67 in revenue from gifts and donations. Balance of \$934.68.

PSO now has a goal of reaching \$100 of revenue via contribution on a monthly basis. A promotional email regarding this goal will be sent to PSO Members.



Forms were handed out to all who were present to a pay-day donation to PSO. Form is available online <http://www.lcsc.edu/media/3969265/Payroll-Deduction-85x11-flyer-new-logo.pdf>

### **Digital Communications Report**

Carrie Kyser reported. Website will continue to be updated with agendas and notes. New committee members will be updated now that previous meeting minutes were approved.

### **Chairperson Report**

Phil Liggins gave the report.

Katie Wilson is a new PSO member. She will be the PSO representative with the Institution Accreditation Committee.

PSO Officers Council met with the CSO Officers Council to find common areas to collaborate. When CRC process starts, PSO and CSO will work together to have a unified voice for all LCSC Staff. Robin (from CSO) and Charlette Kramer will work on a survey about what our groups should focus on for compensation review, and that information will go out to all members.

Mission and Core Theme – LCSC held two meeting at the TLC regarding the update to the LCSC Mission and Core Themes. More meetings on the topic will happen after the feedback has been assessed. Here are some of the materials: <http://www.lcsc.edu/teaching-learning/campus-conversation-and-other-presentation-documents/>

### **New Business**

Charlette Kramer reported that Work Scholar is recruiting. They have six open slots. <http://www.lcsc.edu/work-scholars/>

Charlette Kramer reported that Idaho Community Foundation Grants open November 1<sup>st</sup>. <http://www.lcsc.edu/grants/funding-opportunities/>

Vikki Swift reminded everyone to complete their Compliance Training by November 18<sup>th</sup>. It takes about 1hr to complete and you only have to do it every 3 years. The email you get will be from “Safe Colleges”

### **Drawing**

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

Julia Barrett

Vikki Swift

Mary Crowell

Kevin Reynolds moved to adjourn the meeting, Vikki Swift seconded the motion and the meeting was adjourned.

**Respectfully Submitted by Carrie Kyser 11/4/2016**