



Professional Staff Organization

November 17, 2015 | 9:00am – 10:00am | SUB 143

MINUTES

The meeting was called to order by Jerry Hindberg at 9:04 am.

The minutes of the October 27, 2015 meeting were approved without changes.

Committee Reports:

Committees are now fully staffed, though PSO mentors could use as many as possible. (Membership is listed at <http://www.lcsc.edu/pso/committees/>)

PSO Mentors

- could use another member (as many as possible)

Compensation Review Committee

- The committee hasn't met since the last PSO meeting, should meet in December
- Information about this committee is on the website: <http://www.lcsc.edu/crc>

Professional Development

- The committee had its first meeting, discussing history & ideas
- Ideas for new classes
 - Nutrition class
 - Workout/gym class w/ a kinesiologist (each semester)
 - Purchasing class
 - Beginning Excel class

Functional Area Committee (FAC)

- Our members have been assigned
- January and Feb meeting of the 6 groups

LC Cares

- The process of collecting food & toys & cash donations is underway
 - Items will be delivered on or around December 18th
 - Probably going to: YWCA, Community Action Food Bank, Asotin County Food Bank, and the ROC Rescue Mission
 - Each building should have a donation box, contents will be brought to the SUB
 - No homemade food products
 - CSO is giving \$200
- Charlette Kremer is requesting that PSO matches CSO amount (\$200)
- Charlette will get Angela Meek a new description of LC Cares for the PSO website. Angela will link ours to the LC Cares page.

PSO Employee of the Year committee

- Faculty & Staff recognition meeting is scheduled for April 8, 2016

Professional Staff Hearing Board

- Fully staffed

Winter Revels

- Friday, Dec. 11th, 4:00-5:30pm
- "Whoville" theme
 - ugly sweater contest
 - Whoville hair contest
- Decoration ideas were discussed

Vice Chairperson's Report: Phil Liggins

Important Date Reminders

- Winter Revels 12/11/15, 4:00-5:30pm
- Faculty and Staff Recognition 4/8/16, noon @ WCC
- MLK JR Day, Monday 1/19/16
 - Service projects 2:30-4:30
 - Dinner & Music @ YWCA
 - Candlelight march to Center for Arts and History
 - Prof. from University of Colorado will be presenting
- ASLSCS craft fair, 12/5/15

Proposed changes to Officer Handbooks:

Chair

Motion to ratify proposed changes: moved, voted on, **approved**.

Digital Communications Officer

Motion to ratify proposed changes: moved, voted on, **approved**.

Treasurer's Report: Bob Franklin

Financial report for October

Opening Balance (September 30, 2015):	\$1,007.68
Revenue:	\$69.00
Expenses:	\$0.00
Ending Balance (October 31, 2015):	\$1,076.68

Digital Communications' Report: Angela Meek

- This is Angela's last meeting until March; she'll be on maternity leave.
- She will work out with Jerry who will do the PSO website/communications duties in her absence.

Chairperson's Report: Jerry Hindberg

- All PSO employees are again asked to provide ideas for the Compensation Review Committee
 - The PSO Website has ideas listed (below 11/17215 meeting agenda link: <http://www.lcsc.edu/media/3711923/PSO-Compensation-Discussion.docx>)
- Jerry is unaware of what was accepted from last year's CRC
- There was a discussion of non-monetary compensation, and whether or not to present non-monetary compensation ideas to the CRC.
- Jerry was asked to explain how the CRC works. Key points:
 - It's *not* a negotiation.
 - Given scenarios of a pay increase, how would it be distributed?
 - In prior years, there was no distinction between what could be done locally vs. what had to be decided at the state level.

- It was agreed that PSO will do survey of members re: non-monetary compensation
- It is requested that when we submit ideas to the CRC that we also request that feedback/follow-up come back to us; we'd like a distinction between what could be decided local and what would require state approval
- Jerry again requested examples of employee excellence (particularly non-IT examples); going above and beyond the job description.
 - There was a discussion of whether "Employee Excellence" is the right name for this idea, as it implies that excellence is doing multiple jobs. In a small intuition, most of us have a fairly wide scope of work in our positions.
- Jerry presented info on salaries and benefits; It's important that benefits advertised to attract an employee are not eliminated (example: employee spouse used to be eligible for unlimited subsidized credits, then it was dropped to 6 credits per semester).
- Revenue increase ideas:
 - LCSC has the lowest student/teacher ratio, but tuition here is 10% lower. We should be charging a premium for our lower ratio.
- President's Strategic Enrollment Planning Initiative
 - PSO employees are asked to provide ideas
 - Institution name recognition (marketing): Jerry reports perceiving a lack of signage (billboard) presence outside of our immediate location. In CdA, Uofl and NIC have signage directing people to those facilities; LCSC has no directional signage in CdA
 - Continue to send ideas
- Jerry will present ideas to President's council

PSO Donations

The following were presented as requests for PSO donations:

- \$200 LC Cares food and toy drive
- \$100 Winter Revels
- \$100 MLK event
- It was suggested that the directing of gifts to the food and toy drive from the LCSC campus should emphasize/prioritize support to the LCSC community (LC students). Charlette will take that to the LC Cares committee, but stated that it would be difficult to screen recipients.

It was moved to approve all 3 donation requests. The motion was seconded and **approved**.

There was a suggestion that PSO should have some type of donation policy; we currently don't have one. We will discuss this at the February 2016 meeting.

New Business

February meeting treats 2/2/16

1. Bob Franklin
2. Sandra Boyd

Other Business

- IT: Email move - we aren't at the stage yet where users will have tons of storage
- For the survey to solicit information on non-monetary compensation, the PSO Council will devise
- LC Jazz Band concert Monday November 23rd

Drawing winners - \$10 WarriorBucks

1. Charlette Kremer
2. Donna Callahan

3. Layci Peer

The meeting was adjourned at 10:05am.

Respectfully submitted,

Robert Franklin
PSO Secretary/Treasurer