



## Professional Staff Organization

April 18, 2017

2:00 pm – 3:00 pm

SUB 143

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### Minutes

- I. Call to Order
  - A. Called to order by Carrie Kyser at 2 PM. 18 members in attendance including three officers. Phil Liggins was unable to attend this meeting.
  
- II. Approve minutes from March meeting
  - A. Minutes were briefly reviewed Kevin Reynolds moved they be accepted with a second by Angela Meek. Vote was unanimous to approve.
  
- III. Committee Reports
  - B. PSO Mentors
    1. Vikki Swift reported that we have some new mentors and she will provide training in June; she asked for more volunteers.
  
  - C. Compensation Review Committee
    1. Charlette Kremer reported the CRC has reported to administration with their recommendations. She also said they asked for feedback on items not funded and reasons why so perhaps PSO could work toward overcoming obstacles next year.
  
  - D. Professional Development
    1. Julie Crea reports nothing new to report but Professional Development the role out of classes for next year is coming soon.
  
  - E. LC Cares
    1. Charlette Kremer reported about the Art of giving in conjunction with Art Under the Elms and LC Baseball.
  
  - F. Professional Staff Hearing Board
    1. No Report.
  
  - G. PSO Donations
    1. No Report

IV. Vice Chairperson's Report

A. Important Date Reminders

Per Charlette Kremer

April	
18	5 pm – Hillbilly Olympics 2017 (Lawn near Amphitheater)
19	12 pm and 1:30 pm – Work Scholars student information session (SUB 141) 5 pm – Relax After Taxes (Red Lion) 6 pm – Film: Poverty, Inc. and panel discussion (SAC 115) 7 pm – Icelandic Musician (Music Building)
20	5 pm-7pm – Earth Day Celebration (Capital and Second Streets Downtown)
21	6 pm – Confluence Grape & Grain (CAH) 6 pm – Ed Cheff Stadium Dedication (Harris Field)
22	9-11 am – Earth Day in the Garden (LC Learning Garden) 9 am-noon – Kiwanis Free Fishing Clinic (Kiwanis Park Pond)
24	Noon – Campus Conversations (SAC 144) or by phone 1-877-820-7831 passcode 955148

April 19, 21, 22 and 24 Free self-defense classes (Activity Center ME2 364) 6 pm  
April 19-21 Student art exhibit (CAH)

April	
26	10 am-2 pm – Prescription Drug Take Back Day (Library Parking Lot) 10 am-3 pm – Get Swabbed Bone Marrow Registry Drive (SUB Solarium) 2:30 pm – CTE Dean Candidate Presentation (SAC 208)
27	10 am-3 pm – Get Swabbed (SUB Solarium) 7 pm – Film: The Invisible War (Silverthorne Theater)
28	Noon-6 pm – Art Under the Elms 6 pm – World Record Attempt (Silverthorne Theater)
29	9 am-5 pm – Seaport Quilters Guild (Clarkston High) 10 am-6 pm – Art Under the Elms 10 am – Seaport River Run (Swallows Nest Park) 10 am – Dogwood Show and Shine 8 pm – Rubick's Cube Magician Steve Brundage (Silverthorne Theater)
30	11 am-4 pm – Art Under the Elms

April 28-30 Art of Giving: Seed Hunger Packing food drive (Art Under the Elms)

May	
1	7 pm – LC Jazz Band Spring Concert (Silverthorne) <small>Donations accepted for the Steens Apple Project</small>
4	12 am-12 pm: Idaho Gives online fundraiser
5	10 am – Rep. Raul Labrador Town Hall (Silverthorne Theater) 2:30 – CTE Dean Candidate Presentation (SAC 208)
9	9 am-4 pm – Volunteer Management and the Ultimate Volunteer <small>(registration form at volunteercenter.com)</small> 6 pm-9 pm – CASA Uncorked (Basalt Cellars) <small>Register online at the Fourth Wall Salery</small>
12	Noon – Graduation BBQ (SUB Amphitheater) 6 pm – Commencement (ACC Gym)
23	3-5 pm – PSD Social (Café Rueben)

May 3-5 – Senior Research Symposium (WEE)  
May 26-June 2 – NWSA World Series (Harris Field)  
May 28-June 10 – Lewiston Clinic Theater The Little Mermaid 7:30 pm Thu-Sat/2 pm Sun

PDT Classes

April	
19	10 am – Shots Fired (SUB 225)
20	2 pm – Computer Cleanup & File Management (SGC 126)
24	10 am – Grant Writing 101: Research/Proposal Prep (ACC CR 211) 11 am – Webinar: Keys to Improving Employee Accountability (ACW 133)
26	11 am – Webinar: Proofreading Skills and Strategies (ACW 133)

PDT Classes

May	
1	11 am – Webinar: How to Work Effectively with People Who Act, Think, & Work SO Differently from You! (ADM 133)
3	11 am – Webinar: How to Conduct Effective Interviews (ADM 133)
5	11 am – Webinar: Dealing with Difficult Situations (MLH 130)
8	11 am – Webinar: Managing Employees Who are Stretched to the Max (ACW 133)
10	11 am – Webinar: How to Effectively Handle Customer Complaints (ACW 133)

June 7 – 9 am: Project Management and MS Project (SAC 140)  
August 4 – 9:30 am: Appreciating our Differences (SUB 141)  
August 10 – 9:00 am: Financial Basics (MLH 230)

V. Treasurer's Report

A. Budget Overview

1. Linda Stricklin reported:

Last report was February 7, 2017.

Revenue in March was \$81 with \$41,50 so far in April.

Expenditures in March was \$30 for coffee cards with none in April thus far.

Ending balance: \$1,228.18

VI. Digital Communications' Report

1. PSO funding update-Carrie Kyser reports we are at \$81 per month and they are continuing the drive to increase to \$100 per month. Several donation sheets are being turned in today to Vikki Swift.
2. Carrie also spoke to the results of the survey performed with the voting for next year's officers. There is an indication people do not know what the PSO does for campus employees. She will put information on the web site as to the roles of the officers and what PSO does.

VII. Chairperson's Report

A. 2017-2018 Officers-Carrie Kyser reported the new officers:

- a. Carrie Kyser-Chair
- b. Liz Weldy-Vice Chair
- c. Lana Schwartz-Digital Communications officer
- d. Travis Osborn-Secretary/Treasurer

B. Program Prioritization Update

- a. Charlette Kremer reported on the Program Prioritization process. She is on the committee for the non-instructional side of LCSC. The process will be used to combine programs or to increase funding if needed.

VIII. New Business

A. PSO Social – May 23 at Café Rueben

- a. 3-5 PM
- b. Beer and wine available for sale, finger foods will be provided.

IX. Drawings

\$10.00 coffee card winners:

Donna Callahan

Kevin Reynolds

Kevin Grote

X. Adjourn

Charlette Kremer moved to adjourn at 2:30

Seconded by Kevin Reynolds.

Unanimous

Respectfully submitted by Linda Stricklin