



Professional Staff Organization

February 7, 2017

2:00 pm – 3:00 pm

SUB 143

AGENDA

I. Call to Order by Chair Phil Liggins at 2 PM with 23 members present including 3 PSO officers. Todd Kilburn LCSC vice President for Finance & Administration gave a short thank you to all the PSO members and their work at LCSC.

II. Approve minutes from November meeting

A short time was provided for members to review the November minutes, Carrie Kyser displayed the minutes from the web site for all to read. No amendments or corrections were suggested; Angela Meek moved they be accepted as presented, seconded by Kevin Reynolds. They were approved unanimously.

III. Committee Reports

A. PSO Mentors

1. A call for more mentors was made; LCSC is in desperate need of more mentors. It was determined that Vicki Swift could send out information with the job role for mentors and PSO would send out an invitation to become a mentor to all PSO.

B. Compensation Review Committee (moved to Chairperson's report)

1. No report (Phil will give information in his report)

C. Professional Development

1. Dawn Lesperance reported the committee is in process.

D. LC Cares

1. Charlette Kremer was absent. Carrie Kyser reported there were 150 volunteers during Martin Luther King day despite the cold temperatures. There was an additional 100+ attendees.

E. Professional Staff Hearing Board

1. No activity at this time.

F. Winter Revels

1. Jeannette Klobetanz reported the event went well and everyone enjoyed themselves.

G. PSO Donations

1. No report. Linda Stricklin asked about the PSO donations to Winter Revels and MKL day. Phil Liggins reported he had emailed Julie Crea and Charlette Kramer to inquire about billing for the donations.

IV. Vice Chairperson's Report

1. Vice Chair Charlette Kramer was absent so Carrie Kyser reported on upcoming events.

February		February	
7	3:30 pm - Candidate Presentation Ed Chair – Dr. Mark Haynal (ACW 135)	20	President's Day
8	2:30 pm - Administrative Services FAC (WCC Clearwater) Kim Wolfe 5:30 pm - Just Add Color Valentine/Anti-Valentine Card Making (Lewiston City Library)	23	11:45 am-1:45 pm - Thinking Through Lunch with Scott Gellatly (TJH 108) 12 pm - Student Fee Hearing (SAC 115)
9	10:00 am - Community Programs FAC (CAH) Joan Bowen/Kati Wilson 7:00 pm - From Chop Suey to General Tsao's Chicken: the Evolution of Chinese Restaurant Food: Amanda VanLannen (SAC 112)	24	11:00 am-1:30 pm - SoupPort Our Shelter (YWCA) \$25 per bowl 5:00 pm - The Price is Right Downtown (Red Lion) Tickets \$50 5:30 pm - Wine, Whiskers and Wags 2017 (Elks Club) Tickers \$45 7:30 pm - Lionel Hampton Jazz Festival (University of Idaho)
14	10:00 am – Student Affairs FAC (RCH 202) Erin Cassetto 1:30 pm – CTE Programs FAC (SUB 143) Phil Liggins 8:00 pm - The Dating Doctor David Coleman (Silverthorne Theater)	28	FAC review report to President's Cabinet
16	12:00 pm - Art of Giving Planning Meeting (SUB 225) 5:00 pm - Lewiston-Clarkston Chamber After Hours (Hampton Inn)	March	
17	9:00 am – Academic Programs FAC (SAC 144) Liz Wolfe	1	8:00 pm – X Lovers (Silverthorne Theater)
		7	9:00 am – PSD Meeting (

February	
9	10 am - IH Forms to Hire and Separate (SUB 225)
10	10:30 am - QPR Suicide Prevention and Awareness (ACW 136)
16	11 am - Strategies to Enhance Health and Wellness for the Busy Professional (SUB 143)
21	1 pm - Web Editing and Forms (SGC 122)
24	10 am - Safety on Campus (MLH 130) 1:30 pm - Adobe Acrobat Professional (SGC 124)
28	10 am - MS Access Intermediate (SGC 122)

March	
1	1:30 pm - Leveraging MS Access with Web Forms (SGC 122)
3	3 pm - Shots Fired Training (MLH 130)
3	8:30 am - Environmental Challenges (SUB 143)
6	3 pm - Ethics Training (ACW 132)

Dates for the FAC Review report to President's Cabinet

February 27

1:00 – 1:30 p.m.	Student Affairs
1:45 – 2:15 p.m.	Administrative Services
2:30 – 3:00 p.m.	President's Direct Reporting Unit
3:15 – 3:45 p.m.	Academic Programs
4:00 – 4:30 p.m.	CTE

February 28

2:00 – 2:30 p.m.	PSO
2:45 – 3:15 p.m.	Community Programs
3:30 – 4:00 p.m.	CSO
4:15 – 4:45 p.m.	Faculty

A. Important Date Reminders

1. It was announced the YWCA's soup day is coming up and that they will deliver to departments who cannot come to their facility for the event. They are also searching for volunteers to do the deliveries.

B. FAC Observers

1. Phil Liggins reported that the first FAC committee meeting has happened and he attended. He reports the observers have to develop a report to give to the President. He stated they will not make recommendations for prioritization unless a request is made that is for a safety issue or compliance issues. February 27—28 will be the FAC Review report to the President's Cabinet.

V. Treasurer's Report

A. Budget Overview

1. Last report was mid-November.

2. End of November revenue was \$74 and expenditures was \$30 for coffee cards.
3. December revenue was \$81 and expenditures was \$30 for coffee cards.
4. January revenue was \$120.50 (based on three pay dates) and no expenditures.
5. Current fund balance is \$1,184.68 with a monthly revenue from gift and donations of \$81.

VI. Digital Communications' Report

A. PSO EOY nominations/voting (due March 17th)

1. Carrie Kyser announced that a PSO employee of the year website will be up soon for nominations. It was noted that non PSO employees may make nominations. Voting will take place in March, with a due date of March 17.

B. PSO Council nominations/voting

1. Around the same time as the PSO employee of the year the nominations and voting for 3 PSO Council members will take place.

VII. Chairperson's Report

A. Compensation Review

Phil Liggins talked about the time line for CRC and the report with talking points for Dr. Fernandez in his interactions with the legislature. The committee used last year's reports then investigated current LCSC data and updated the information. Phil did a comparison analysis between the lower end of the pay scale for PSO employees and found there are more than 30 employees who make less than new LCSC graduates. He spoke to his fear that in the future, LCSC will not be able to compete with private industry or other governmental agencies for employees. Furthermore, for the Professional Staff who make less than \$40,000 will potentially move to other positions that pay more. His conclusion was he CEC process needs to focus on the lower end of the pay scale for PSO employees. He also did comparisons with other agencies across the State and found LCSC employees on a whole make less than other comparable employees in other institutions.

Phil spoke about this year's report to the Governor by the Department of Human Resources and the Hay Group (an analysis group hired by the State) clearly stated that Idaho's employees' benefits and pay are less than other states. He made the point, that in his observations of the Legislative committee it was clear we no longer need to argue that Idaho state employees make less than other states, the legislatures already know this information. The State Department of Human Resources and the Hay Group recommended a 3% merit based increase in wages.

Sue Hasbrouck spoke to the merit based stipulation is contained in Idaho law. She also stated the 3% increase to the salary structure was not part of Professional Staff wage structure. The 3% will shift the classified staff wage structure up in its entirety. The 3% merit based increase will apply to all state employees. He felt after watching the process the committee believe state employees should be compensated commiserate with private industry employees because:

- Idaho will not be competitive without commiserate compensation.
- Concerned about a 1 source of data from the Hay Group.

- Discussing the high cost of health care insurance, the Committee felt state employees now have a Mercedes plan. They did not buy into the Hay group report data that Idaho was falling behind in provision of health care insurance.
- They discussed the 11% turnover rate in State employees, which is less than the 17% national turnover rate. They questioned a problem with losing employees, when the rate is so much lower than nationally.

Phil explained the CEC legislative committee had 4 motions with different wage increases and all failed. The committee finally recommended the 3% merit based increase. He intends to write a report focused on what LCSC can do internally. Sue Hasbrouck spoke to how equity adjustments were made last year.

B. Program Prioritization

Phil talked about program prioritization and how instructional programs and other programs will be separated this year whereas in the past they were all considered together.

VIII. New Business

No new business was brought forth.

IX. Drawings

Winners were: Donna Callahan, Travis Osburn, and Sara Boyd were winners this meeting.

X. Adjourn

Meeting was adjourned at 3PM by Chair Phil Liggins

Respectfully submitted by Linda Stricklin 02/09/2017