



## Professional Staff Organization

March 7, 2017

9:00 am – 10:00 am

SUB 143

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### Minutes

#### I. Call to Order

Phil Liggins at 9 AM with 15 members present, 2 members remotely listening and three PSO officers. Allen Schmoock reported there are phishing attempts at LCSC. The activities send emails with links to documents that appear legitimate. To access the document it asks for your log in and password. Six individuals on campus have fallen prey to these attempts. He reassured everyone that no one would legitimately ask for your log in information and he asks everyone to share this information to stop the phishing.

#### II. Approve minutes from February meeting

1 correction per Travis Osburn-Change the Heading Agenda to Minutes. Dawn Lesperance moved to accept the minutes as corrected, seconded by Angela Meek, minutes were approved as corrected unanimously.

#### III. Committee Reports

##### A. PSO Mentors

Carrie Kyser reported she sent an email requesting names for mentors and received a few volunteers. She sent the names to Vikki Swift and they will be contacted. She stated anyone can still volunteer if they want to as more mentors are needed.

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

##### C. Professional Development

Julie Crea reported they are embarking on research of other institutions and how they provide professional development. University of Idaho uses online live webinars and LC PDT committee is planning on using this methodology too. They are hoping to update the website and asked if anyone who is tech savvy with web site development might volunteer to help.

##### D. LC Cares

No Report

##### E. Professional Staff Hearing Board

No Report

##### F. Winter Revels

No Report

##### G. PSO Donations

Carrie Kyser reported the web site has a link to seek PSO employee donations. The goal is for \$100 per month; Linda Stricklin reports we are at \$81 per month now. Dawn Lesperance reports they are developing an electronic form for outside entities to apply for funding that will be ready soon.

#### IV. Vice Chairperson's Report

## A. Important Date Reminders

March	
8	11 am – Chamber of Commerce: Investing our Future (SEU) 12 pm – Talk: Why We March: A Historic and Contemporary Reflection of Women's Marches (MLH 100) <i>Amey Carlisle, Amanda Van Linn</i> 12 pm – Student fee hearing (ACW 134)
9	12 pm – Talk: Frieda Kahlo, La Mujer, Modern Woman (MLH 100) <i>Amey Carlisle</i> 3:00 pm – Medicare 101 (ACW 136)
10	8 am – Leadership Institute (SUB 225) 8 am – Last day school bond early voting
13	2:30 – IRE Director candidate Elizabeth Buescher (SAC 108) 6:30 pm – Film Meek's Cutoff (MLH 100) <i>Amey Carlisle</i>
14	8 am-8 pm – Lewiston High School Bond Election

March	
15	9 am-4:15 pm – Native American Awareness Week events (WCC) 7 pm – JD Redwater comedian (WCC)
16	9 am-2:45 pm – Native American Awareness Week events (WCC) 5:30 pm – Chamber of Commerce China Trip Info Meeting (Quality Inn)
17	4 pm – Beautiful Downtown Lewiston Pub Crawl (sign up at BDL online) 7 pm – LCSC Pow Wow (Activity Center Gym)
20	7 pm – Film The Year We Thought About Love (CAH) <i>Marlene Day-Raines</i>
21	9 am – Health and Wellness Fair (SUB Solarium) Noon – Talks Separating the World Into Bananas and Non-Bananas; Feminists, Bra Burners, and Man Haters (MLH 100) <i>Amey Carlisle &amp; Kimberly Nelson</i>
22	Noon – Talk: Viewing Consent in Jane Austin's Work (MLH 100) <i>Amey Carlisle</i>

March	
23	Noon – Talk: The Critique of the Streak: UConn Women's Basketball (MLH 100) <i>Amey Carlisle</i> 5 pm – Breakfast for Dinner Benefiting TCUW (Waffles 'n More)

March 17-19 Lewiston Home and Garden Show (New Penne County fairgrounds)  
March 21-26 Lewiston Civic Theater Presents First's Fallas (Clarkston High School)  
March 27-30 Spring Break

April	
4	3 pm – Peace Corps representative on campus (SUB 225)
5	8 pm – Comedian Pete Lee (Silverthorne Theater)
7	Noon – Campus Awards Lunch (WCC)
8	8 am – Refresh the Valley (Brakenbury Square)
12	7 pm – International recording artist JFDR (Music Building)
17	12 pm – Blood Drive (SUB Solarium)
18	2 pm – PSO Meeting (SUB 143)

### PDT Classes

March	
9	1:30 pm – Benefits Refresher (ACW 135)
16	11 am – PA Forms 101 Refresher (SUB 143)
April	
12	3 pm – Cybersecurity Awareness (MLH 130)
13	10 am – Grant Basics: Award Administration (SUB 225)
18	11 am – Administrative Retreat and Luncheon (WCC) 3 pm – Grant Basics: Internal Procedures (SUB 143)

## V. Treasurer's Report

### A. Budget Overview

Linda Stricklin-Last report February 2017. In February we had \$81 revenue with \$130 expenditures, \$30 for coffee card winners and \$100 for Winter Revels. Balance is now \$1,135.68.

## VI. Digital Communications' Report

### A. PSO EOY voting

Carrie Kyser has the voting for PSO employee of the year up now and acceptance of nominations for replacements of leadership for the PSO Council.

### B. PSO Council nominations

See above

### C. Website/donations

See G PSO Donations.

## VII. Chairperson's Report

### A. Compensation Review

Phil Liggins stated he talked at considerable length last meeting and has nothing more to add other than a suggestion was sent to the President's Council for a 5% increase in student tuition.

**B. Program Performance**

Phil Liggins gave an overview of the Program Performance committee and how it is helpful for all to perform assessments. Discussion followed that it is not meant to be punitive at LCSC. It was also discussed in the prior form other universities and schools used the process to delete poor performers. LCSC is mindful of this at all times and all assessments may lead to changes in direction to better meet needs.

**VIII. New Business**

None Reported

**IX. Drawings**

Donna Callahan

Angela Meeks

Jeanette Klobetany

**X. Adjourn**

Phil Liggins adjourned the meeting at approximately 10 am.

**Respectfully submitted 3/07/2017 by Linda Stricklin**