

PSO Meeting Minutes

February 3, 2025

Meeting 1:30 p.m. – SAC 144

Link to Teams Meeting – [Join the Meeting Now](#)

1. Call to order – 1:31 by Vikki Swift Raymond
2. Approval of minutes from December 5, 2024
Debra Lybyer motioned to approve; Tiffany Pilon seconded; all in favor.
Approved.
3. Committee Reports
 - a. LC Cares – Helped 4 families through the holidays. Great success and appreciated by all!
 - b. Compensation Review Committee – The process is running behind but committee met on January 15. Proposed 5%.
 - c. Functional Area Committee – PSO observers have been contacted – Vikki will report to Admin.
 - d. PSO Mentors
 - e. PSO Employee of the Year – Nomination process is starting. Please consider nominating for this award. Must be an employee at least two years. Tiffany will be chairing and the announcement will be made at the all campus event in April.
 - f. Professional Development – Watch Monday message for opportunities, as well as emails from Amanda Greco.
 - g. Professional Staff Hearing Board
 - h. PSO Donations
 - i. Bylaws Committee
4. Secretary / Treasurer Report
FY24/25 Beginning Fund Balance: \$3820.44
Revenue: \$598.29
Expenses: \$1296.26
 - o Food: 336.26
 - o LC Cares: 300.00
 - o Donation: 300.00
 - o **Duplicated transaction to be corrected: 300.00*
 - o Prize Winners: 60**Ending Fund Balance: \$3122.47**
5. Digital Communication Officer Report



2024-2025 Officers:
Chair: Vikki Swift-Raymond
Vice-Chair: Doug Cruthirds
Recording Secretary/Treasurer: Sara Patterson
Digital Communications: Tiffany Pilon

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6. Vice Chair Report
 7. Chair Report
 8. New Business
 - Healthcare Immersive Learning Lab (HILL) & Demonstration
 9. Old Business
 10. Drawings – Daphne Buckland & Julie Wilson will each receive \$10 Warrior Bucks
 11. Adjourn - 2:00 p.m. *short meeting due to HILL tour and demonstration