



2022-2023 Officers:
Chair: Kristin Myers
Vice-Chair: Vacant
Secretary/Treasurer: Elisabeth Murillo
Digital Comm: Summer Kibbe

PSO Meeting Agenda

February 15, 2023 - 10:00 a.m.
SCG 126 and Zoom

1. Call to Order – Meeting called to order at 10:05 by Kristin Myers
2. Approval of minutes from November 9, 2022
3. Committee Reports
 - a. LC Cares – Vicki reported that \$800 was raised which provided gifts and gift cards for 7 children and their families.
 - b. Compensation Review Committee – Completed and sent off to President. The asks:
 - The want for more training to address gaps due to increase of employee turnover
 - Years of Service recognition
 - Flexibility for working remotely
 - c. Functional Area Committee – Attending PSO members emailed reports to Kristin, who is in the process of summarizing them all for the final PSO report.
 - d. PSO Mentors – There is a need for these. Anyone who has been employed for more than a year to take on this role. Vicki offered chocolate and coffee to those who sign up.
 - e. PSO Employee of the Year – Need employees who have been here less than 2 years to sit on the committee, email Alaina Porquis
 - f. Professional Development – Training Tuesdays are rolling out again, they will be listed on the PDT page of the HR website. The trainings will be recorded, check website for when they are uploaded to YouTube.
 - Examples of trainings: 25Live, Jaegger, TEAMS (Refresher and Setting up Meetings), Qualtrics, Excel (Refresher & Intermediate), LUMA (New Payroll System)
 - g. Professional Staff Hearing Board – Nothing to report
 - h. Winter Revels – Successful 2022 event, Alexandria Scalise will be head of committee. Angela has cleaned, organized and dated/label the decorations.
 - i. PSO Donations – No requests
4. Secretary/Treasurer Report –
 - a. January
 - Revenue: \$86.00 Pay Roll Deduction Donation
 - Expenses \$60 IDG
 - Balance: \$3746.47
 - b. February
 - Revenue: \$42.00 Pay Roll Deduction Donation
 - Expenses \$0.00
 - Balance \$3788.47

5. Digital Communication Officer Report
 - a. Election Timeline:
 - Opens February 22
 - Closes March 8
 - b. Election Survey: March 17-31

6. Chair Report
 - a. Calendar of Events: Check out Do More app and Monday Messages (at the bottom) for current events on campus.
 - Reminder to download Dop the security app. Negative feedback that personal devices are being used for this.
 - b. Elections – Please nominate people. This does not obligate them to taking on the role. Minimal time investment, some times of the year are busier than others (i.e., FAC meetings).
 - Openings:
 - PSO Chair – Create Agendas, Communicate with fellow officers, lead PSO meetings, reporting
 - Vice Chair – Sub for Chair, FAC meetings.
 - See [Handbooks and Bylaws](#)

7. New Business
 - a. Vanessa Stedman of Veteran’s Services getting the word out there of the services the office provides to Veterans, not just students but staff also.

8. Drawings
 - a. Kim Wolfe, Susan Steele and Tiffany Pilon

9. Adjourn – Motion to adjourn meeting at 10:35 a.m. was made by Angela Meek and seconded by Johanna Bjork. Meeting adjourned