



2023-2024 Officers:
Chair: Doug Cruthirds
Vice-Chair: Vikki Swift-Raymond
Recording Secretary/Treasurer: Alaina Porquis
Digital Communications: Tiffany Pilon

PSO Meeting - minutes

September 7, 2023

Welcome Social 9:30am TJH 108

Meeting 10:00am TJH 108

[Teams Meeting](#)

0. *Welcome Social – Breakfast Pastries and Coffee to be served*
1. Call to order- 10am
Welcome all members. Introduction
2. Approval of minutes from [April 19, 2023 Meeting](#)
Dawn Lesperance moved to approve; Stephanie Lathrop seconded; approved.
3. Committee Reports
There are no reports for committees. New committees were formed for the 2023-2024 Fiscal Year. They are as follows:
 - a. **LC Cares-** Alaina Porquis, Mackenzie Hollingsworth, Tiffany Pilon, Michelle McClure
 - b. **Compensation Review Committee-** Doug Cruthirds, Vikki Swift-Raymond
 - c. **Functional Area Committee-** Doug Cruthirds, Kim Wolf, Erin Cassetto, Redgy Erb, Mickey Kelton
 - d. **PSO Mentors-** Vikki Swift Raymond, Cindy Patterson, Debra Lybyer , Kim Tuschhoff
 - e. **PSO Employee of the Year-** Tiffany Pilon
 - f. **Professional Development-** Doug Cruthirds, Angela Wilson, Elisabeth Murillo, Jack DeWenter, Kelsie Page
 - g. **Professional Staff Hearing Board-** Angela Wilson, Brooke Hallman, Liz Weldy, Alaina Porquis
 - h. Winter Revels (Inactive for 2023; see notes below)
 - i. **PSO Donations-** Alaina Porquis, Dawn Lesperance, Michelle McClure
 - j. **By Laws Committee-** Dawn Lesperance, Angela Wilson
4. Secretary / Treasurer Report
April – Revenue: \$96.00 Expenses: \$0.00
May – Revenue: \$85.00 Expenses: \$30.00
June – Revenue: \$80.00 Expenses: \$0.00 Ending Balance: \$4,168.47
July – Revenue: \$134.08 Expenses: \$0.00 Ending Balance: \$4,302.55
5. Digital Communication Officer Report
Names of committee members on PSO webpage once minutes have been posted.

6. Vice Chair Report

- a. **Active Shooter exercise is on September 15th.** President Pemberton stepped in to provide more information. LC State is hosting the event for the local agencies, including Lewiston City Police, Lewiston Fire Department, and other various emergency personnel. It will be held in and around Meriwether Lewis Hall and the Library parking lot will be closed.
LC State will be involved in the debrief and update communications plans as needed based on new knowledge gained from the experience.
- b. **Reminder: Read through the Monday Message** to stay informed on things happening on campus. Each week, there is a list of events happening in affiliation with LC State.

7. Chair Report (put these three items on the agenda for every meeting)

- a. **Goals and Focus for PSO Organization 2023/2024-** Increase membership with reasonable actionable items each meeting. The power of PSO relies on the number of active members.
In an effort to entice members to attend each month, the location of PSO meetings and the Presentation Guest will change. For the month of October, Angela Wilson & Tiffany Pilon will coordinate treats for members.
- b. **Strengthen PSO and mentorship opportunities** Responsibilities of PSO Mentors include: meeting new employees and meeting weekly with them for about a month then once a month until they get comfortable with their position on campus.
- c. **Increase Awareness of Employee Benefits-** Remember to look at the [HR Website](#) for current benefits. If members have ideas for new benefits, suggest these to the Compensation Review Committee.

8. Guest Presentation- Erin Cassetto & the Student Employment and Career Center

- a. The career center helps students find jobs from their time as students to their graduation and beyond.
- b. **Career Fair (October 5th)-** Last year, 82 employers and 600 students attended the Career Fair. There will be a variety of employers attending this year, including St. Joes, Micron, SEL, and graduate programs.
When analyzing feedback, it was seen that employers also want to get to know staff and faculty on campus. Please make an effort to attend this year. If you would like to volunteer, contact Mackenzie Hollingsworth.
- c. **LC Work Scholars Hiring Process-** LC Work Scholars provides 45-50 scholarships for students who are selected for this program. They earn a full tuition scholarship and a stipend, as well as valuable work experience in an area related to their major.
Students are hired twice a year. They must be Idaho residents and have 26 credits already completed.



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- d. **Handshake**- This is a job platform similar to Indeed. Students can find jobs, internships, connect with other students who have worked for companies. The more people who use it, the more students use the platform.
 - e. **Professional Career Closet**-This service was built from donations of others and is free for students. Clothes taken by students are theirs to keep. If you have any gently used or new professional clothing, please consider donating it to the Career Closet.
 - f. **Career Readiness Credential**- an add on supported by Idaho Skills set. It is a digital badge earned by showing competencies in communication, critical thinking, technology, etc. Students earn badges by attending various events and clubs on campus.
If your office is sponsoring an event and students are welcome, please let the Student Employment Career Center know so they can give students credit for it.
9. New Business
- a. **Winter Revels, December 8th in WCC from 4p to 8p.** The theme will be Festival of Trees. No committee will be formed this year as President Pemberton wants to give it as a gift to employees.
Each of the LC State Vice Presidents will be responsible for an aspect of the Winter Revels event and for a decorating a tree. There will be food, music, and atmosphere.
10. Drawings
- Attendants **Calahan McAlister, Terry Taylor, Summer Kibbe** were drawn randomly to win \$10 to their WarriorOne card.
Prizes were distributed 9/8/2023.
11. Adjourn- Meeting adjourned at 11am.