

PSO Meeting Agenda

October 11, 2023

Meeting 2:00pm STC 302

Link to [Teams Meeting](#)

1. Call to order – 2:02pm
2. Approval of minutes from [September 7, 2023](#) Meeting
 - a. Carolyn Patterson motioned to approve; Vikki Swift-Raymond seconded; one opposed, all others in favor. Approved.
3. Committee Reports
 - a. LC Cares
 - b. Compensation Review Committee
 - c. Functional Area Committee
 - d. **PSO Mentors-**
 - ♦ Vikki Raymond-Swift is tentatively planning a meeting for the morning of October 25th. If you would like to be a PSO member, reach out to her for meeting details.
 - e. PSO Employee of the Year
 - f. Professional Development
 - g. Professional Staff Hearing Board
 - h. ~~Winter Revels~~
 - i. **PSO Donations-**
 - ♦ Vikki Swift-Raymond explained the purpose of payroll deductions / donations. Employees may elect to donate at least \$5 from their paycheck to go back into the PSO fund. The funds are used for PSO meetings, events, and donations to other groups from PSO. To add a payroll deduction, complete the [Payroll Donation](#) form and submit it to College Advancement. They will then send it to Jane Johnson in Payroll.
 - j. Bylaws Committee
4. Secretary / Treasurer Report
 - a. Beginning Fund Balance: \$4,168.47
Revenue - Payroll donations: \$180.14
Expenses – Internal \$30.00
Ending Fund Balance: \$4,318.61
5. Digital Communication Officer Report
 - a. Tiffany confirmed the members of [PSO Committees](#) as displayed on the webpage. **Changes included:**

-
- ◆ Erin Cassetto is removed from FAC; Jeanette Carte is joining.
 - ◆ Tiffany Pilon joining PSO Mentors

6. Vice Chair Report

- a. **See the weekly [Monday Message](#) for upcoming events.**
 - ◆ October 16th- Light Up Campus Workday
 - ◆ October 19th- Alumni Happy hour at Barley Hoppers
 - ◆ October 20th- Alumni Luncheon **RSVP by Friday!
 - ◆ October 20th- Fanfest Party & Volleyball game
 - ◆ October 20th- Light up Campus
- b. **State Board of Education** will be on campus in the Williams Conference Center on October 18th & 19th. Meetings will also be live streamed for those who would like to attend virtually.
- c. **Annual Vector Training** is due October 31st.
DHR Cyber Security will be going out via Luma on October 16th.
- d. **LC State Benefits and Wellness Fair** will be on October 31st from 11:30 to 1:30p. There will be a variety of vendors in attendance and flu shots available.
- e. Remember to look at [PDT Training](#) and sign up for classes via the website.
- f. **Welcome New Hires:**
 - ◆ Kelsy Boyd- Data Analyst
 - ◆ Beth Matuska - Accessibility Specialist
 - ◆ Kim Tuschoff- Transfer from Advising to Interim Registrar
 - ◆ Alex Scalise- Transfer from Student Union Building to Center of Arts and History

7. Chair Report

- a. **[HR Benefits & Resources](#)**

Remember to periodically view the LC State Benefits webpage for discounts and perks of working at LC State. In addition to various businesses, campus perks include the *Warrior Wellness Hour* (employees receive one hour per week for wellness time).

 - ◆ **What do people want to see?**

Email Doug Cruthirds if you think of something you want to see on the benefits page.

Additionally, if you want to take a Work Force Training class, reach out to them to see if you can take it at a discount.
- b. **Administrative Professional Training** was conducted last month. It included P-Card, 25live, professional email etiquette, difficult conversations, etc. trainings. It took place over 3 days as ½ day trainings and participants were selected by supervisors on campus. Recordings will be available soon. There are plans to do more in the future, including a supervisor academy specific to LC State, Professional Staff and/or Classified Staff tracks.
Tim Cole suggested having a student worker track.
Adult Learning would like to be invited to the next training.

-
- c. If you would like to see trainings, reach out to Vikki Swift Raymond or Doug Cruthirds so they can consider offering trainings to those on campus.
8. New Business
 - a. **PSO Holiday Mixer**- Angela Wilson suggested a PSO holiday mixer sometime in December after finals. A call for volunteers to serve on this event committee will be sent via TEAMS. Alaina Porquis and Sam White Temple have already volunteered.
 - b. **PSO vs CSO Food Drive**- Tim Cole will be organizing a food drive competition between Valentine's Day & St. Patrick's Day in 2024.
 - c. **Winter Spirit**- Set up for Winter Spirit is starting this Saturday from 10am to 2pm at Locomotive Park in Lewiston. If you would like to volunteer, lunch is always provided.
Winter Spirit LC Evening will be on 11/29 from 6pm to 8pm.
 - d. PSO approved to move **STC Tour with Julie Lorentz** to take place after the adjourning of the meeting.
 9. Drawings
Attendants **Mark McNabb, Autumn Greene, and Jennifer Hankins** were drawn randomly to win \$10 to their WarriorOne card.
Prizes were distributed on 10/13/2023.
 10. Adjourn- Meeting adjourned at 2:47.