

## ***PSO Meeting Agenda***

November 15, 2023

Meeting 2:00pm MTB 203

Link to [Teams Meeting](#)

1. Call to order- 10:04am
2. Approval of minutes from [October 11<sup>th</sup> Meeting](#)
  - a. Carrie Kyser motioned to approve; Angela Wilson seconded; all in favor. Approved.
3. Committee Reports
  - a. **LC Cares-**
    - ◆ Nominations for families are due November 17<sup>th</sup>  
[https://lsc.col.qualtrics.com/jfe/form/SV\\_555JDDHtPEvaNmu](https://lsc.col.qualtrics.com/jfe/form/SV_555JDDHtPEvaNmu)
  - b. **Compensation Review Committee-**
    - ◆ If you have ideas for non-monetary compensation benefits, please bring them to the committee to include in planning.
    - ◆ In a future meeting, we will be considering the holiday calendar followed by LC State. Currently, LC State works on Indigenous People's Day / Columbus Day and Veteran's Day in exchange for having the day after Thanksgiving and the day after Christmas off. If you would rather have those days off or exchange them for other days, please consider bringing them to the committee.
  - c. Functional Area Committee
  - d. **PSO Mentors-**
    - ◆ Vikki met with LC State PSO Mentors on October 23<sup>rd</sup>. They discussed what responsibilities are included with being a mentor. There was a great turn out of attendants.
  - e. PSO Employee of the Year
  - f. **Professional Development-**
    - ◆ Please refer to the website for upcoming [PDT Trainings](#). If you have ideas for PDT training, please contact HR.
    - ◆ There was a request for additional Microsoft trainings, similar to the Excel trainings taught by Luther Maddy.
  - g. Professional Staff Hearing Board
  - ~~h. Winter Revels~~
  - i. **PSO Donations-**
    - ◆ LC Cares is requesting \$300 for the LC Cares Toy Drive. Dawn Lesperance motioned; Angela Wilson seconded; all in favor. Approved.
  - j. Bylaws Committee

4. Secretary / Treasurer Report
  - a. Beginning Fund Balance: \$4,168.47  
Revenue - Payroll donations: 381.04  
Expenses – \$172.64  
**Ending Fund Balance: \$4,376.87**
  
5. Digital Communication Officer Report
  - a. Requested members to contact her if they had not been included in email notifications. New members (listed below) have been added to the PSO Teams group.
  
6. Vice Chair Report
  - a. Please refer to the [Monday Message](#) for upcoming events.
  - b. **Unit Assessment Reports (UAR) and Resource Requests (RRF)** are due to your supervisor by December 1<sup>st</sup>. If you don't know what this process is and you are a department head, please contact your supervisor ASAP.
  - c. **Performance Evaluations are due January 31<sup>st</sup>**. Please make sure the employee completes their self-evaluation and gives you enough time for their supervisor to complete their portion.
  - d. **LUMA Leave Balances-** Some employees are experiencing incorrect leave balances. Please go through and check your balance back to date 10/13/2023.
  
7. New Business
  - a. **PSO Social-** We will be holding an off campus social on December 18<sup>th</sup> from 4pm to 6pm, location TBD. PSO will provide appetizers and small bites; employees will be responsible for their own beverage(s).
    - ◆ *Please bring ideas for locations & speakers for the next semester.*
  - b. **New Employees-** *Angel Huddleston* is the new Events Coordinator for Events & Conferences in the SUB. *Karen Baldeck* is an Advisor in the Advising Center.
  - c. **KinderCollege Book Drive-** KinderCollege is holding a book drive. Each enrolled child will receive a book and the rest will be donated to the Northwest Children's Home. Please drop off new or gently used books to the SUB Info Desk or the Library.
  - d. **Food Pantry-** There are Thanksgiving dinner vouchers available to students up until Friday at the Sub Info Desk. Dinner pick up is Friday at 5pm.
  
8. Drawings  
Attendants **Ashley James, Maria Hattrup, and Dawn Lesperance** were drawn randomly to win \$10 to their WarriorOne card.  
Prizes were distributed on 11/15/2023.
  
9. Adjourn- 10:58am