

## ***PSO Meeting Agenda***

February 8, 2024

Meeting 2:30pm in SAC 208

Link to [Teams Meeting](#)

1. Call to order- 2:33pm
2. Approval of minutes from [November 15, 2023 Meeting](#)  
Approval of minutes from [December 18, 2023 Meeting](#)
  - a. Dawn Lesperance motioned to approve; Beth Matuska seconded; all in favor.  
Approved.
3. Committee Reports
  - a. LC Cares
  - b. **Compensation Review Committee-**
    - ♦ The Committee will be submitting the final draft of the Compensation Review. Some key topics included training and retention of staff, as well as salary increases.
  - c. **Functional Area Committee-**
    - ♦ Functional Area Committee meetings are in progress. If you have attended one, please email your report to Doug Cruthirds.
    - ♦ There was mention of a “Shark Tank” proposal opportunity for committees with innovative ideas. After reports are submitted, a time will be planned. PSO Staff would like to know when this event occurs.
  - d. PSO Mentors
  - e. **PSO Employee of the Year-**
    - ♦ Employee of the Year nominations will be opening soon. Please watch for it on the Intranet and through your email.
    - ♦ Tiffany Pilon will serve as chair since she was the EOY last year in 2023. If you have been an employee for two years or less, please consider volunteering for the voting committee.
  - f. **Professional Development-**
    - ♦ Feb 16<sup>th</sup>- Financial Overview Training
    - ♦ Feb 20<sup>th</sup>- Learn More with the Do More App
    - ♦ PSO members would like to request *Qualtrics* training
  - g. **Professional Staff Hearing Board-**
    - ♦ The PSHB is evaluating the Greivance Policy. If change is found to be needed, they will do this with Human Resources.
  - ~~h. Winter Revels~~
  - i. **PSO Donations-**
    - ♦ **Student Employment & Career Center** is requesting \$300 for their 3<sup>rd</sup> Annual Student Employee Appreciation event. Makenzie Hollingsworth

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would like to give each student a small gift and/or coupons for Jitterz. There are 140 student employees across campus who may potentially attend the event.

- [Student Appreciation Event Request](#)
- [Student Appreciation Event Request Form](#)

Carrie Kyser motioned to approve; Karen Baldeck seconded; all in favor. Approved.

j. Bylaws Committee

4. Secretary / Treasurer Report

- a. FY23/24 Beginning Fund Balance: \$4,168.47

Revenue: \$588.80

Expenses:

- ◆ Food: \$518.94
- ◆ Interdepartmental Charges \$390.00

**Ending Fund Balance: \$3,848.33**

5. Digital Communication Officer Report

- a. Tiffany Pilon would like to unpublish the Calendar of Events on the PSO website. With the implementation of the Campus Calendar and the use of the PSO Teams group, the process of updating and keeping it is repetitive and inefficient. The PSO members agreed this calendar can be discontinued.

6. Vice Chair Report

- a. Please refer to the [Monday Message](#) for upcoming events.
- b. There will be **Single Sign-On IT** Informational sessions throughout February and March. Please plan on attending at least one informational session to be aware of changes occurring with LCMail email addresses.
- c. [Native American Awareness Week](#) (March 18<sup>th</sup> through 22<sup>nd</sup>)

7. Chair Report

- a. **Emeritus Staff-** Doug met with Vice Presidents and the President for CSO employees to discuss the distinguishment of Emeritus Staff. There is an idea to change the name of the honor from Emeritus to something new. Employees would like to keep the policy of having a distinguishment for long time employees. As is, policy states employees must have served for 15 years and be nominated by a direct supervisor from that time. Since PSO employees often move departments, very few would have a supervisor that has been their supervisor for that entire time.

In future meetings, points of discussion include:

- ◆ Rather than having someone speak of the employee's entire time of service, can we simply recognize time served?
- ◆ Rather than asking a direct supervisor to nominate, can it be a coworker that has worked with them over that time instead?

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- ♦ Can we simply recognize time served as the qualifying factor for the award?
  - ♦ Do we want to change the name?
- b. **Contract Changes-** Vice Presidents would like to add to new and existing contracts that “all staff are responsible for retainment and recruitment.” The reasoning for this change is that it adds to the culture of being welcoming. This is *already in the contracts, but the language is going to be strengthened*. Concerns about this change include:
- ♦ Will this be on our annual review? How will it be monitored and measured?
  - ♦ What are the consequences if student Head Count and/or FTE is down? Will we be reprimanded for this?
  - ♦ How does this affect employees who have minimal to no contact with students, such as those in IT and Custodians?
  - ♦ Will this change prevent people from applying to new jobs?
  - ♦ Does recruitment include something as little as wearing LC State shirts?
8. New Business
- a. Jacob Crist presented information about [Outdoor Adventures](#). He shared more information about equipment rentals and trips/activities.
- ♦ **Rentals** are available to students, staff/faculty, and community members. While students get the best rate, faculty & staff receive a discounted rate too. They plan to have the rental cabin at Hells Gate State Park again this summer, with hours open on the weekends.
  - ♦ **Trips & Activities** are mostly attended by students but staff and faculty are welcome to join. Some of the more special activities, including kayaking, rafting, and the Hiawatha trail have been attended by staff members.  
If you are a beginner and unsure about your ability to complete the activity, go talk to them about skill level and accessibility needs.  
Most are beginner friendly.
- b. **Health Insurance** is from Blue Cross of Idaho to Regence Blue Shield. Open Enrollment is April 22<sup>nd</sup> through May 10<sup>th</sup> and completed within Luma. Plans will be similar and copays will be equal or less than what they currently are. Vision and Dental coverage will remain the same. Prescriptions will automatically be transferred.  
If you would like to keep the coverage you already have, there is no need for reenrollment. However, you will need to reenroll in your FSA account.
- c. **Library** has hired a new librarian who will start on March 11<sup>th</sup>. Stop by to say “Hi!”
9. Drawings  
Attendants **Kim Wolf, Kim Evans, Alex Ball** were drawn randomly to win \$10 to



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

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their WarriorOne card.  
Prizes were distributed on 2/14/2024.

10. Adjourn- 3:30pm