

Classified Staff Organization
Meeting Minutes
February 6, 2004

Meeting called to order at 10:00 a.m. by Dawn Byers. December's minutes were approved.

CSO RECOGNITION COMMITTEE:

Shannon Casteel reported on recent fundraisers. The book sale netted \$450 and the 'Letters from Santa' netted \$100. She said our next fundraiser, the Silent Auction, will be held on March 4th from 9:00 – 3:00 p.m. in the SUB Solarium. Donations of new items are being accepted and can be given to Shannon or any other committee member.

Shannon also reported that nominations for Classified Employee of the Year will be held right after Spring break. The voting will close on April 16th. All LCSC employees can nominate, but only classified staff can vote.

The CSO Recognition Luncheon will be held at the Center for Arts and History on April 8th from 12:00 – 2:00 p.m. Julie Hartwig will again be catering the luncheon for us. RSVP's are requested and the luncheon is free to all classified staff. A formal letter will be going out to all supervisors asking their permission for their classified employees to have an extended lunch hour on that day.

Winners of free car wash:

April: Leslie Henriod, IT/Media Services
May: Joanne Speck, WFT
June: Laura Ashford, Learning Services

Winners of free lunch at Sodexo:

April: Patty Leonard, Academic Programs
May: Shannon Casteel, Library
June: Lori Ruddell, Administrative Services

SALARY COMPENSATION:

Dawn Byers is a member of the campus committee currently discussing salary compensation issues. She reported the Governor has proposed a 2% increase for all staff based upon merit. She has formed a sub-committee made up of classified staff to discuss how we want to handle any increases that we may see in the future. Examples: (should everyone be given a straight 2%; should we split it up and have 1% go towards merit and 1% go towards compression; etc). We need to look to the future and have a salary plan in place. The majority of employees feel that 2% is not enough money to deal with compression issues, so would encourage administration to give it to employees across the board. Dawn also mentioned the legislature is trying to find extra money for a one-time payment (such as a bonus) that would not be added to base salary, but would be a lump sum payment this year. This could possibly be an additional 2%.

A salary survey has been emailed to all classified employees to get feedback regarding salary compensation.

Dawn updated the CSO about the legislative luncheon that she was invited to attend in January. She felt as though the legislators were very willing to listen to them and that it was worth the trip to Boise. She suggested taking two CSO members in the future - one who attended the previous year as well as a new member. She felt this would be more effective.

PROFESSIONAL DEVELOPMENT DAY UPDATE:

Patty Leonard reported Professional Development Day will be held in conjunction with Professional Secretaries Week as well as with the Art under the Elms. It will be held on April 23rd from 9:00 - 3:00 in the WCC. The theme will be "Bridges to Success". Patty Shea of Avista Utilities has accepted our invitation to be the conference's keynote speaker. She will speak on "Communicating Your Way to Success" and "Your Power Within". Tedi Roach will also be a presenter this year. The next planning meeting will be held on February 12th in SUB 225 at 9:00 a.m. Everyone is welcome to attend.

VOLUNTEERS NEEDED:

Janell Miller needs three CSO members to help solicit nominations for the next group of CSO officers. Voting will be held on April 8th. If you are interested in becoming an officer or helping on the committee, please contact Janell.

BOOKSTORE ADVISORY BOARD:

Dawn has been asked to find someone to represent the CSO on the Bookstore Advisory Board. She is not sure what this will entail, but if you have an interest in being on this board, please contact Dawn.

NEW CLASSIFIED STAFF RECOGNIZED:

Vikki Swift reported there has only been one new hire since the December meeting. Joanne Speck, Customer Service Representative in the Workforce Training office has recently joined LCSC. She replaces Laurie Treib. In other news, Debbie Morris of the Community Programs – CD/A office has been reclassified to an Administrative Assistant 1.

OTHER BUSINESS:

Laura Wilson reported that "Santa's Helpers" was a big success this year. We served 11 families with 34 children. We collected \$1949.00 in donations. We also had donations from local businesses such as a mountain bike, free roller-skating passes from Rollaway and free kids meals from Happy Day Corporation as well as several other donations.

Tracy Waffle said that if anyone is interested in putting their name on the calendar to help provide food for the Froehlich's during this difficult time, please contact her. Meals are being delivered to them on Sunday's, Wednesday's and Friday's. She is also putting together a care package of "things to do" and will deliver this on Friday, February 14th. If you'd like to contribute and item or card, please contact Tracy.

DEPARTMENT NEWS:

Chantel Black reminded everyone about the International Dinner to be held on February 21st at 6:30 p.m. Get your tickets at the SUB info desk ahead of time, as they sell out fast! Prices are: \$15/person; \$25/couple; \$5/child. Great food and entertainment!

Sharon Auer informed us that February 10th is Professional / Technical preview day. There will be approximately 700 Junior & Senior High kids on campus. Be prepared!

Patty Leonard updated us on the search for the Dean of Academic Programs. Candidates will be interviewing on campus on February 19th, 23rd, and March 4th. The new Dean will begin on July 1st.

Dee Dee Arnzen reported that there are lots of fun classes being held in February in the Continuing Education department. Call Dee Dee or visit the web site for information!

Next meeting will be held on April 8th from 12:00 - 2:00 at the Center for Arts.

Respectfully submitted by Vikki Swift, HR Specialist, Human Resources