

Classified Staff Organization
Meeting Minutes
April 8, 2004

The purpose of this CSO Meeting was to honor Classified Staff Members at the Annual CSO Recognition Luncheon. The luncheon was catered by our very own Julie Hartwig and was held at the Center for Arts & History.

Meeting called to order at 12:45 p.m. by Dawn Byers. There was a motion by Doris Miles to approve December's minutes. This motion was seconded by Shannon Casteel.

Dawn recognized all CSO members who were officers as well as those who sat on committees throughout the year by presenting each member with a token of her appreciation.

Shannon recognized those CSO members who will be graduating from LCSC in May.

SALARY COMPENSATION:

Dawn gave us a short overview of what has been happening on the Salary Compensation Committee that she sits on. She will send out an email to all classified staff asking for changes to the document they have been working on and would like it emailed back to her the week of April 12th.

The following are some ideas being discussed regarding future distribution of salary monies:

- Salary savings from vacant positions will be used to help with salary compression issues.
- Faculty promotion dollars previously have come off the top of any raises the general LCSC population receives. The committee has asked this money be funded internally as it was the past two years when no money for raises was approved by the legislature.
- Raises being discussed this year: The raises this year will be 2% or \$500 - whichever is higher.

CSO RECOGNITION COMMITTEE:

Shannon Casteel reported on recent fundraisers. She reported the Silent Auction grossed \$720. We currently have \$1361.42 in the CSO account.

She mentioned the CSO Employee of the year voting will extend through April 16th. The winner will be announced at the employee recognition social on May 6th.

If we have extra funds in our account after all bills have been paid, we will donate money to the Moss Family Fund. The exact dollar amount will be determined at the next Recognition meeting.

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. She reminded everyone to get signed up as soon as possible. The cost is \$25 for LCSC employees. She has some great speakers lined up! She reported there are currently 65 people registered for the conference.

Winners of free car wash:

July: Kerry Forsmann, SUB
August: Laura Wilson, ASB Office

Winners of free lunch at Sodexo:

July: Tess Ferguson, LCSC Service Corps
August: Judy Smith, Natural Science

OTHER BUSINESS:

Sara Hatch will be leaving the college and moving to Germany. A reception will be held for her in the Library on April 29th from 2:00 - 4:00.

The "outgoing" CSO officers recognized Dawn Byers outstanding job as CSO Chair during the past year. Vikki Swift presented her with a gift certificate for an hour massage at Student Health Services.

ELECTION OF OFFICERS:

New CSO Officers were voted upon during the luncheon. The results of the vote are as follows:

Chair-Elect: Dee Dee Arnzen
Secretary: Jennifer Weeks
Web Secretary: Doris Miles

Respectfully submitted by Vikki Swift, HR Specialist, Human Resources