



CSO Meeting Minutes
December 10, 2008

*Refreshments were served at 3:00 pm.

*Patty Leonard called the meeting to order at 3:10.

*Patty welcomed our Special Guests: Tony Fernàndez and Chet Herbst to review issues facing LCSC due to the recent changes in the economy.

*Tony Fernàndez held a discussion on the budget.

- A 4% hold back has been asked by the State on this year's budget, and those monies have already been taken back. A total of \$604,000.

We need to identify areas where costs can be saved.

- Unfilled positions (Dean of Academic Program for example will not be filled until the next year).
- 5% reduction in OE across campus.
- Every division has been asked through UAPs what a 5% reduction next year would mean.
- The Governor may ask for another 2% before the year is out.
- The 12th of January will be the State of the State Address- at that point we will have an indication on how the budget will be affected next year.
- There will be a probable same reduction next year as this year (6% is a good number estimate).
- It is the hope of the Administration that the NHS building occupancy costs will be included in next year's budget.
- At this time the Administration is not looking at position cuts.

*Chet Herbst elaborated on the current budget discussion.

- This current year when asked to hold back monies we were able to find what was available. Next year will be more difficult as we will have to find more money in non-obvious places.
- Change in Employee Compensation (CEC):
 - This will be on the table this year due to the economic changes.
 - For FY 2009, the Legislature provided 3% funding for State employee salary increases (1% to all eligible employees and 2% for additional merit increases). A new pay structure was implemented which sets a market policy target at 96% of market. The Legislature will be meeting in January to discuss the Governor's proposal for state employee salary increases for FY10. Even though the Governor is committed to state

employee salaries, economics will play a big role in determining if any salary increases will be approved (or feasible) for FY10.

- Patty Leonard and Cindy Patterson are our representatives on the Compensation Review Committee. If you have any unique ideas contact one of them.
- President Thomas' PG-09-61 addresses 'Energy and Operating Efficiencies' on campus. If you have any ideas on this contact Geri Seale who is the CSO rep on this committee.
- The NHS building is on schedule.
- Cutbacks have affected every office on campus including our building projects.
 - Elevator for MLH
 - Upkeep on Tennis Center
 - Talkington Hall will not get an overhaul next year, yet some small maintenance has been approved.

*Floor was opened to questions:

Karen Schmidt: The purchase of Clearwater Hall, will this go through?

A: The state has approved to put in a bid of 4.5 million to buy Clearwater Hall downtown. This was approved before the change in the economy. Also the Administration is working on purchasing all of 4th Street and finish off the parking project intended for it.

Laurie Murphy: From Director's Council, we understand the Washington Reciprocity Scholarship will be pulled- is this true?

A: Tony- The Washington Reciprocity Agreement was created to give people from Washington the opportunity to have their out of state fees waived. However, Eastern Washington State University did not sign this agreement and in turn have been providing this service in house. There is talk of eliminating the agreement and possibly waiving out of state fees for 6% of students who are transferring from Walla Walla Community College. It does appear that next year the agreement will not be approved.

*Patty gave an update on the CRC. Please send suggestions to Patty or Cindy for compensation ideas and there is a website for further information-

<http://dhr.idaho.gov/StateEmployees/Compensation/tabid/984/default.aspx>

*Floor was turned over to Vikki for introduction of new employees. Please welcome these new faces to LCSC:

- ☺ Karen Schmidt- Natural Sciences- Admin Assist 1
- ☺ Katherine Wotring- Res Life- Custodian
- ☺ Judy Floch- Payroll- Fin Tech
- ☺ Jill Richardson- Mail Room- Coordinator
- ☺ Hope Cooper- Center Arts & History- Office Spec II

*Patty reviewed information presented at President's Council.

- President Guidance Committee on Energy Efficiency
- Geri Seale is our CSO representative- Contact her with any ideas.
- On the 10th Sodexo hosted a late night study hall. Nine to midnight and any volunteers were appreciated.

➤ All Campus Meeting time has been changed to January 15th.

*Vikki discussed holiday coding for I-Time and handed out a cheat sheet. Information is also available on the Intranet.

Vikki also addressed the new Hiring Policy. Right now they are working on merging the Professional and Classified Staff to create one overall. The draft will be sent out soon, and if you have questions or comments you will be able to respond at that time.

*Drawings: Car Washes- January: Amy Bond

February: Cindy Seidel

March: Kimberly Leach

Gift Bag- Angela Nibler, Jessica Cromer, Claudia Mizerka, and Joanne Speck

*Newsletter update from Sharon Auer. The spring newsletter will be out soon. If you have any suggestions for the webpage or letter contact Sharon. Maintenance on the webpage is ongoing.

*Santa's Letters- This is the 5th year these letters have been delivered. Vikki indicated that they have created two formats; one for a toddlers and the other for an older child. They did put these forms online and cost is \$5 for a letter.

*Professional Development Day update from Shannon Casteel. The event will take place at the Quality Inn in Clarkston.

- The original speaker had to withdraw, so the committee is looking for a new presenter. If you have any ideas contact Shannon. The topic they are interested in is Relieving Stress.
- Bags will be given out to attendees.
- Cost for LC employees is \$45, and others is \$65.
- Laurie Murphy suggested a speaker, Steve Wood, who recently presented as part of the Warrior Entertainment. He is an LCSC alumni.

*Drawings: Lattes- Shannon Casteel, Lucy Loewen, and Gayla Lamb.

Bath & Body Gift Package- Judy Floch

Gift Bag- Patti Dobyms

Candle- Cheri Dorland

*Shannon Casteel indicated that the Bylaws Committee met on December 3rd. They reviewed the bylaws as they stand. The Employee of the Year issue is up for discussion. Kris-Ann Hight has asked for suggestions on ways to update the process. Also, the committee is looking at adding a Treasurer position to the CSO officers which would relieve the Recognition Committee Chair of those added duties.

*Ellen Thompson gave an update on the Recognition Committee.

- Cookbooks are still available for \$10.

- The CSO Book and Media Sale made \$277.93.
- There is \$882.54 in the CSO budget at present.
- CSO has made many donations this year: MLK Day, Food Drive, Santa's Helpers and Winter Revels.
- If you would like, contact Vikki to get a paycheck donation started.

*Drawings- Cookbooks: Kris-Ann Hight and David Walker.

Imprint Bag: Ellen Thompson

Gift Bags: Denise Harris, Tess Hendriks, Debbie Gurluck, Jill Richardson, Leilani Anderson and Trena English.

*Laurie Murphy made a plea for help. Santa's Helpers has had a rough year, so anyone willing to donate contact Laurie. Please keep them in mind for next year as well. She thanked Spaulding Hall for their donations.

Happy Holidays