



Classified Staff Organization
February 12, 2009 Meeting Minutes

Welcome by Patty Leonard- 12:00 pm

Guest Presenters: Brooke Cushman, Gary Picone and Matt Graves

Brooke, Athletics Development Director, would like to invite members to join the LCSC Booster Club. She is working very hard to encourage campus and community members to be involved in athletics. Currently there are 56 employees enrolled in payroll deduction and those monies are divided between all the athletic programs. She is also encouraging all faculty and staff to attend games. The game scheduled for February 19th against Carroll College will feature the event “White-Out the Activity Center” that encourages all persons to wear white shirts. There will also be shirts available for the evening on sale for \$5.00. Brooke is also working on opening the Warrior Apparel shop on Fridays, Warrior Fridays, where there will be specials for staff and faculty.

Gary, Athletic Director, reviewed some information from an Economic Impact of the NAIA World Series study conducted by Brooke Cushman. The Series brings in \$600,000 to the valley in hotel, restaurant and car rental expenses. Last year there were 700 volunteers for the NAIA event; no one gets monetary compensation for working the event aside from the Little League Baseball Program. Volunteers are part of the ‘Put Me In Coach’ program in which President Thomas has agreed that any staff can work the games in lieu of office work for two 4 hour shifts. Any additional shifts worked during business hours require you to take vacation time. He also wanted to note that we have more than 200 student athletes.

Matt, Physical Plant Director, wanted to let everyone know about the new work request form that is available online. When submitted, the form goes to Angie and you can track your requests’ progress. Since this form became available in October 2008, the Physical Plant has completed 750 work orders.

The Nursing and Health Sciences Building was set to be completed on Aug 16th, but will be completed and open on May 15th. Physical Plant will be moving 65 people with those that will be moved from MLH to the new building and those that will be moving into MLH. It is hoped that the move will be completed by mid-July. Occupancy costs for the new building will most likely not be funded externally. This will mean that current custodians will now need to divide current responsibilities and include the new building. Also, to heat and light the new building we will be using the funds saved from the energy cuts across the rest of campus.

Physical Plan has been working with three positions less since August. They will not be running student crews this year and capital projects/repairs will not be filled at this time.

Vikki Swift- Introduction of new employees:

Jenny Williams- Educational Talent Search

David Burt- Admission/Registrar Office

Karen Kerns- Dental Hygiene

Discussion on the budget cuts and the impact it may have on jobs across campus. Vikki gave out information on how lay off works. She indicated that lay offs have not occurred in recent budget cuts, but if you would like further information on it you can contact her.

Patty- Update on President's Council

- ⊗ Timeline on the Nursing Building was discussed, and the dedication is set for August 28th.
- ⊗ It was proposed that we combine our end of the year meeting with the award ceremony to save costs. The date for that is scheduled for April 30th.
- ⊗ The budget will not be set until the first part of March, and President Thomas will make announcements on how LCSC will proceed around that time.
- ⊗ The York House is still for sale. Can be rented out for a speaker or presenter coming to campus.

Cindy Patterson-

- ⊗ CRC- Committee met a week and a half ago; there will be no funds this year. They have asked each group to bring ideas for non-monetary compensation; if you have ideas please email Patty or Cindy by the end of February at the latest.
- ⊗ CSO Nomination Committee members are Vikki Swift, Vana Vernon and Billie Tribitt. Amy Bond is working on the website for nominations.

Shannon Casteel- Professional Development Day

It will not be held at the Quality Inn, but instead on campus in the Silverthorne and WCC. Fees will go down to \$35 for LC employees/students and \$45 for community members.

Patty and Cindy-

- ⊗ Bylaws Update- Information was sent out this last month for your input regarding a Treasurer position for the Recognition Committee. Further discussion will be held at the April meeting as at this time we are not comfortable making the decision with information gathered thus far.
- ⊗ Employee of the Year Update- Vote was held to approve proposed changes. Changes were passed with a unanimous affirmative vote.

Teresa Abel- Employee of the Year

Next month nomination forms will be available on the website. When leaving comments please do not mention the person's name or identifying characteristics. Persons eligible are those who have worked for LC for three years and have not received the award within the last five years.

Leilani Anderson- Professional Development Training

The Vista system workshop that was requested is being held on February 19th. Also, the PDT Committee is working to employ a points/rewards system for completing PDT courses. Right now they have proposed a plaque that will have space at the bottom to attach buttons for additional points received after the plaque was earned. For each button, employees may also receive a gift card. The points system may help supervisors with annual evaluations as well.

Ellen Thompson-

- ☼ Baked Food Sale will be held March 9th from 10-2 pm in the Library Lobby. Please bring donations (hopefully many from the Cookbook). *Karen Schmidt from Natural Sciences indicated that many people are gluten intolerant so if some people could make goodies that are accommodating would be great. Also, sugar free goodies for anyone that is diabetic would be appreciated.*
- ☼ There is \$1,061.25 in the CSO budget.
- ☼ Talk to Vikki for payroll deduction for either the CSO or Athletics.

Drawings

- ☼ **Baskets:** Judy Floch, Teresa Cole and Claudia O'Connor.
- ☼ **Car Wash:** April- Laurie Glessner- Murphy
May- Shannon Casteel
June- Kris-Ann Hight
- ☼ **Lattés-** Tess Hendriks, Debbie Gourluck and Judy Dingman.
- ☼ **Imprint Bag-** Vikki Swift
- ☼ **Valentine Gift-** Robin Van Sickle

Patty closed the meeting at 1:15pm.