

CSO Meeting Minutes
September 19, 2008
Activity Center West Conference Room

*Lunch- Provided by the CSO Officers

Patty Leonard, Chair of CSO, called the meeting to order at 12:15. At this time she welcomed all members to the new year and introduced the new officers to the group.

Patty Leonard- Chair
Cindy Patterson- Chair Elect
Leilani Anderson- Secretary
Sharon Auer- Web Secretary

Committee Chairs circulated sign-up sheets for the various committees to be picked up at the end of the meeting. If anyone is interested in serving on any committees, please contact the CSO officers and we will let the chairs of those committees know.

Vikki Swift introduced special guest, Jeff Mitchell, our AFLAC representative who talked about the benefits offered to LCSC staff through AFLAC.

- ❖ Benefits are set up through the State of Idaho and this allows us A-rate packages at lower prices.
- ❖ Opportunity to pick out a policy that will benefit you (you are not encouraged to get every benefit package).
- ❖ Accident Policy is the most popular package which includes: payment for lost income, travel and lodging if out of town care is needed, and pays for each visit to the doctor.
- ❖ Payment is not limited to what you are actually charged or what the other insurance pays.
- ❖ Is set up through payroll deduction.
- ❖ Non-taxable.

Patty gave updates on President Council items.

- ❖ The accreditation initial visit was last semester. Eighteen self-study teams have been set up to review the areas that we identified as needing improvement from the last accreditation. The visit is scheduled for October 2009.
- ❖ Winter Revels is scheduled for December 5th. There are two reps from CSO on the committee and more information will be coming.
- ❖ Goal for the Year: ***The CSO looks forward to having member participation on committees and we greatly appreciate the opportunity to be involved in the strategic planning process, accreditation, CRC and other institutional priorities. We hope to continue to be contributors to these processes for years to come.*** The president was very appreciative of this statement and was happy to hear that we are willing to help where we can.

CRC Committee is just getting started this year and meetings have not been scheduled. More information to come on this issue.

Drawings

Vikki introduced our new employees. Please welcome each of them to LCSC.

Judy Dahl- Physical Plant	Rodney Schmidt- Security
Jessica Cromer- Admission Office	Gayla Lamb- Community Prgm
Michael Taylor- Inst Research	Kimberly Leach- Security
Catherine Corker- ID Small Bus Dev	Kim Behler- Cntr Arts and History
Gene Gudmunson- Physical Plant	Karen Schmidt- Natural Science Div

Recognition Committee updates were provided by Ellen Thompson.

- ❖ CSO Cookbook is still for sale, and if you have any ideas for marketing these please contact Ellen ext 2460.
- ❖ CSO Book and Media Sale is scheduled for October 21st in the Sub Solarium from 9:00 am to 2:00 pm. Please drop off any items by October 17th at either ADM 102, RCH 110 or SGC 60 (200).
- ❖ Budget is sitting at a little over \$500.

Lucy Loewen from the Safety Committee indicated there were not any emergency items to be reviewed, but if you have any issues those can be submitted to the committee online. She also reported that the new Nursing and Health Sciences building is a month ahead of schedule.

Kim Leach reminded us of some parking issues that have come up.

- ❖ Speed limit in the parking lots is 10 mph.
- ❖ Lots are 7 am to 5 pm for ticketing. The signs indicate 7 to 7, but new signs are in the works.
- ❖ Visitors will need to obtain parking passes or they will be ticketed without. This includes large events where we would in the past just open up the lots for attendees. If you are having an event large or small, please contact Kim to get passes for all attendees.
- ❖ Residential Parking is the city's domain, so tickets from there will need to be taken care of at the courthouse.

Leilani Anderson discussed the new classes that are being offered through Professional Development Training. You can sign up for these classes online and this is a benefit exclusively for LCSC faculty and staff. If you have any ideas for classes you want to be held contact Leilani and she will present those to the committee. She also reported on the new emergency flyer created with the help of the Lewiston Police Department. Each staff member should have one at their desk.

Shannon Casteel gave an update on the bylaws. These are reviewed annually and are available online. This is a great way to understand how our organization fits in and

works with the rest of campus. If you would like to serve on this committee, please contact Shannon.

Drawings

Professional Development day is scheduled for April 22nd and this year's theme is Business Olympics. There are three great speakers to be there, and reminder magnets are available. Please contact Shannon or Patty to request a magnet or for further information about the conference.

Sharon Auer would like you to contact her if you have new people in your areas as she would like to include them in the newsletters. Also if you have any ideas for the newsletters please submit them to Sharon as well. She is also looking for any pictures that you may have of activities or life on campus for the webpage.

Laurie Murphy announced that the ASLCSC Craft Fair will be on December 6th from 8:00 to 3:00. ASLCSC is also planning on taking on six families for Santa's Helpers this year. They are looking for donations, either items or money, and the cans will be distributed soon to the offices.

CSO donated to the YWCA a backpack filled with school supplies this year. If you have any other ideas on how we can support our community, please let the CSO officers know.

In other news, Judy Dingman announced that October is Disabilities Awareness Month. Lucy Loewen said that October is also Records Retention Month.

Patty adjourned the meeting at 1:15.

Drawing Winners

Car Wash- Lucy Loewen, Rodney Schmidt, Amanda Schacher

Coffee Card- Gayla Lamb, Ellen Thompson, Vikki Swift

AFLAC Duck- Judy Dingman, Jessica Cromer, Laurie Murphy, Angie McClain

Canvas Bag- Angela Northam

Gift Card- Kris-Ann Hight