



Meeting Minutes: November 21, 2019

Submitted by: Amanda Greco, CSO Recording Secretary

## **CLASSIFIED STAFF ORGANIZATION**

**Opening:** Jeannette Seward called the meeting to order at 3:00 p.m. The meeting was held in SGC room 126 and had 18 members present with Vikki Swift-Raymond, Director of Human Resources, as guest speaker.

**Attendees:** Jeannette Seward, Vivian Miller, Kari Mackey, Debbie Leachman, Moriah Hale, James Nave, Leilani Farrell, Jordan Farrington, Lacey McNair, Mindy Brand, Julie Wilson, Noreen Peterson, Jeff Zimmerman, Theresa Chrisman, Diana Higgins, Caroline Hatfield, Kim Vogel, Amanda Greco, and Teri Ockwell.

**Welcome and Introductions:** Dovie introduced new CSO employees: Robert Stringer in Physical Plant.

**Guest Speaker:** Vikki Swift-Raymond, Director of Human Resources

Vikki Swift-Raymond, Director of Human Resources, was the guest speaker for this meeting and discussed the new employee evaluation process. Vikki showed step-by-step the training that was given on campus for this process. She had a PowerPoint presentation of each step and how to navigate the new website. Kim Vogel asked if there is a way to indicate if you do not agree with your evaluation given by your supervisor. If you do not agree with your evaluation, you are to email the Human Resource office and create a separate email of why you do not agree with your evaluation. The complaint will then be brought to the attention of the director and filed in the Human Resource development with the disputed evaluation.

### **Reports:**

1. September 2019 Meeting Minutes – Amanda Greco requested input for changes, or updates, needed for the last CSO meeting minutes. No changes were requested. Jeff Zimmerman moved to approve the September 2019 minutes and James Nave seconded.
2. Treasurer's Report: Teri Ockwell went over the current Treasurer's Report. Payroll deductions are still needed, and we are asking for CSO members to fill out a deduction form. The expense of \$5.32 was the cost to mail Sharon Auer's retirement gift to her as she has not been back to campus to pick it up. The ending balance of the CSO account is \$2,947.97, which is higher than it was this time last year. There will be a door prize drawing held for anyone that fills out a payroll deduction form. The Treasurer's Report was accepted.

### **Old Business:**

1. Dovie Willey discussed the voting on the new CSO Bylaws. The drafted Bylaws were posted on the CSO website (changes in red lettering) and CSO employees were asked to review these prior to attending this meeting, in order to vote on the changes today. The changes involved is the Emeritus Status clause added to the Bylaws. CSO voted to approve the changes to the CSO Bylaws. The final draft of the Bylaws will now be published to the website.

2. Theresa Chrisman, Kim Vogel, and Jeff Zimmerman took on the responsibility of creating a basket to donate to Winter Revels, on behalf of CSO, for this year. Kim and Theresa listed off items they are still needing for the basket. Kim and Theresa are collecting these until the week of Winter Revels, so please consider bringing in donations for this.

**New Business:**

1. Dovey Willey recognized years of employment and CSO employee retirements. Julie Wilson in Graphic Communications has been at LCSC for 5 years and Leilani Farrell in the Humanities Division has been at LCSC for 15 years. There are no new CSO retirements.
2. Committee Reports
  - Employee Recognition – No updates
  - Nomination/Election – No updates
  - Employee of the year – No updates
  - Bylaws – Voting done today on the updated Bylaws
  - Birthday Card – Amanda Greco and Dovey Willey are getting ready to pass it on to Mindy Brand and Noreen Peterson. New cards will need to be ordered.
  - Advocacy – No updates
  - Winter Revels – December 6<sup>th</sup>. The last day to RSVP is 11/22.
  - PDT – Amanda Greco showed how to work the new PDT website through Workforce Training.
  - LC Cares – Amanda Greco asked CSO if they were interested in donating \$200 to the LC Cares food and toy drive, as we have in the past. Kim Vogel motioned to vote for the donation, Leilani F Farrell seconded. CSO voted yes on donating \$200 to LC Cares.
  - FAC Observers –
    - Administrative Services – No updates
    - Career & Technical Programs – No updates
    - Community Programs – No updates
    - Professional Studies – No updates
    - Liberal Arts & Sciences – No updates
    - Student Affairs – No updates
    - DRUs – No updates

Door prizes were provided by Teri Ockwell: Winners were Caroline Hatfield and Jordan Farrington.

The next meeting is scheduled for January 23, 2020, at 3:00 p.m. in SGC126.

The meeting was adjourned at 4:00 p.m.