



CLASSIFIED STAFF ORGANIZATION

Opening: Jeannette Seward called the meeting to order at 3:02 p.m. The meeting was held in SGC room 126 and had 18 members present with Andy Hansen, Vice President of Student Affairs, as guest presenter.

Attendees: Theresa Chrisman, Diana Higgins, Sue Daniel, Jeff Zimmerman, Noreen Peterson, Mindy Brand, Mark Maland, Kim Brown, Dovie Willey, Kim Vogel, Kylie Peer, Jordan Farrington, Caroline Hatfield, Debbie Gouluck, Robin VanSickle, Jeannette Seward, Amanda Greco, and Teri Ockwell.

Welcome and Introduction:

Dovie introduced new CSO employees: Barron Preston, Sue Daniel, Shannon Martinez, Michael Oatman, Kim Brown, and Kylie Peer.

Reports:

July 2019 Meeting Minutes: Amanda Greco requested input for changes, or updates, needed to the last CSO meeting minutes. No changes were requested. Kim Vogel motioned to approve the minutes without changes and Jeff Zimmerman seconded.

Treasurer's Report: Teri Ockwell went over the current Treasurer's Report. Payroll deductions are currently at \$163. CSO paid \$38 for a retirement gift with an ending balance of \$2,778.79. There was a drawing held for anyone who completed a payroll deduction form. Jeff Zimmerman won the prize for that drawing. Jeff Zimmerman moved to approve the Treasurer's Report, Kylie Peer seconded.

Jeannette Seward talked about employee payroll deduction and encouraged everyone to fill out a payroll deduction form. She informed everyone that President Pemberton's goal is to have every LCSC employee giving back from their paycheck.

Old Business:

1. Jeannette Seward discussed CSO Emeritus Status and indicated that President Pemberton has announced that CSO employees are eligible to be nominated for emeritus status. CSO is able to award backward as far as July of 2018.
2. Jeannette Seward discussed the Performance Review Process and that there will be training coming out for supervisors and staff soon.
3. Jeanette Seward stated that Dovie Willey is working on updating the bylaws and they will be available to view soon.

New Business:

Dovie Willey covered employee recognition. There were no new retirements to recognize at this meeting, but she indicated that she has the list going back a year if anyone felt the need to nominate for emeriti status. Dovie recognized Laura Wilson's 25 years, Janell Kelley's 10 years, and Troy Wisher's 10 years.

Amanda Greco addressed committee sign ups again. A green sheet was passed around with all committees, and positions open, for sign up. All these committees are active within the months of August-May, except the Birthday Card Committee, January-December.

Jeannette Seward suggested the idea of CSO donating a basket to Winter Revels. It was determined that CSO will donate a basket and all contributions to this basket will be from personal donations and funds. Theresa Chrisman, Jeff Zimmerman, and Kim Vogel will be in charge of this basket.

Committee Reports:

- Employee Recognition
- None
- Nomination/Election –
None
- Employee of the Year
–
None
- Bylaws –
Voting next time
- Birthday Card
Committee –
Going well
- Advocacy –
Has not officially met.
Collected all meal
cards and it does
appear that we have
- given out 5 or 6 cards out of 45. Need to
come up with a different plan. Hand them out
through Controller’s Office, Pantry, etc., but
we want to make sure it is coming from CSO
as it is our recruitment effort.
- Winter Revels –
Got contacted by Janette Klobetanz. Amanda
sent an email to Janette and cc’d Jordan and
Mindy.
- LC Cares –
Hasn’t started up yet.
- FAC Observers
 - Administrative Services
 - Career & Technical Programs
 - Community Programs
 - Professional Studies
 - Liberal Arts & Sciences
 - Student Affairs
 - Direct Reporting Units (DRUs)

There was no other new business to discuss.

Guest Speaker:

Dr. Andy Hansen, Vice President of Student Affairs, was the guest speaker for this meeting and discussed the role of CSO members in recruitment and retention for LCSC. College enrollment is described by illustration of the most successful college students in the middle of a diagram. In order to succeed, these students have to have 3 things equating to their success with a college. 1) Has to be a goodness of fit – safety, accommodation, academic home, major selection, values, etc. 2) Academic integration which is a process wherein students begin to feel ownership over their programs of study. This means they know what is required of them, get to know faculty in the program, and get to know the students with the same goals. When that all converges, it creates academic integration. 3) Social integration – the process of creating an emotional connection with the institution. Examples of this are that the student makes a friend, brings a family or non-family member in to share the experience. When we think about how to recruit students, we talk about how to make LC a good fit

and when we talk about retention we talk about the other two aspects of integration. About 40% of students will not return – financial issues, failing to integrate, or they have competing interests. Students think they have to work because they have approximately \$10,000 debt walking in the door.

What can we do to help? Be friendly to students. Stop to ask them how school is going, ask if there is anything else they need help with, walk them to where they need help or pick up the phone. Try to get them to invest themselves. ALWAYS MEET WITH STUDENTS FIRST AND COMPLETE PROJECTS, ETC. SECOND.

If you would like to see our recruitment plan, academic coaching model, etc. just ask!

Door prizes were provided by Teri Ockwell: Winners were Debbie Gurluck and Diana Higgins.

The next meeting is scheduled for November 21, 2019, at 3:00 p.m. in SGC126.

The meeting was adjourned at 4:06 p.m