



CLASSIFIED STAFF ORGANIZATION

Meeting Minutes: July 25, 2019

Submitted by: Amanda Greco, CSO Recording Secretary

Opening: Jeannette Seward called the meeting to order. The meeting was held in SGC room 126 and had 16 members present with no guest presenter. Jeannette informed everyone that meetings are going to start in July from this date forward with hopes that we can keep them shorter.

Attendees: Danielle Hayes, Moriah Hale, Julie Wilson, Theresa Chrisman, Kim Vogel, Diana Higgins, Jeannette Seward, Amanda Greco, Dovie Willey, Teri Ockwell, Jeff Zimmerman, James Nave, Connie Hallen, Noreen Peterson, Mindy Brand and Debbie Leachman

Welcome and Introduction:

The new CSO officers were introduced:

- Jeannette Seward (Administrative Assistant in Information Technology) is the new CSO Chair;
- Dovey Willey (Administrative Assistant in the Dean of Professional Studies' office) is the new CSO Chair Elect;
- Teri Ockwell: (Financial Technician at the Center for Arts and History) is continuing as the CSO Treasurer;
- Moriah Hale: (Administrative Assistant in Security) is the new CSO Web Secretary;
- Amanda Greco: (Administrative Assistant in TRIO) is the new CSO Recording Secretary.

Reports:

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

Treasurer's Report: Teri Ockwell went over the current report for the incoming FY20. She noted that we brought in \$998 last year and we are down \$300 from the previous year, going into FY20. Teri encouraged everyone to take, and turn in, an automatic payroll deduction form. CSO donates a lot to our members, which is listed out in the Treasurer's Report. Overall expenses for last year was \$1,493.69, leaving us with \$2,653.79 for the upcoming year.

Teri then went over the proposed budget for FY20. We did not spend all the money in our hardship fund, yet we came up short in other areas. Our proposed budget for FY20 is \$1,710. Our net revenue is -\$469. Kim Vogel suggested that we are spending more than we are bringing in; due to this, the question was do we need to cut back or increase our revenue? Teri Ockwell indicated that there was a large one-time expense made last year, which was the cart. This accounts for a lot of the deficiency. It was decided by the members of the CSO that the proposed budget could be voted on today, but that we would vote on individual purchases as they came up. Julie Wilson motioned to approve the Treasurer's Report, without changes, and Diana Higgins seconded.

Old Business:

1. Kim Vogel was asked if she had any updates regarding the meal card donation system. She did not have anything new to report.
2. Kim Vogel and Jeannette Seward reported on the CSO Emeritus Status. At the last CSO meeting in May, the possibility of emeritus status being available to select CSO members was discussed. This would be different than Faculty Emeritus Status, but would be a way to honor CSO employees with 15+ years and retirement from LCSC. The employee would have to be nominated by peers of CSO and 50% of the CSO would have to agree. CSO officers drafted up a plan for this and CSO voted in favor of the draft. The president is currently working with the cabinet to implement this as soon as possible.
3. The need to update our Bylaws was discussed. We need to accept CSO nominations at the same time we are accepting nominations for Employee of the Year. This way, the new CSO officer positions can be recognized at the end of the year luncheon. Jeannette Seward indicated that we will wait until the end of September to vote on this as the changes to the Bylaws will be made available for people to read prior to voting. The Voting Committee is going to be taking care of this and getting it up and ready for people to vote online.
4. Evaluation process at LCSC. Jeannette Seward stated that she was very surprised about the discussion that took place regarding the evaluation process at our last meeting. This process needs to have some consistency throughout campus and the different departments/divisions. Jeannette met with Vikki Swift-Raymond, the director of Human Resources. Vikki told Jeannette this process is changing quite dramatically for the upcoming evaluations. The Human Resource office is currently working on some new software and continually trying to get that process improved. There will be a PDT training on the evaluation process in September. CSO requested that this PDT be available to everyone, supervisors and staff so that everyone is on the same page and there are not questions regarding how this process will work. Human Resources is looking at a format brought in from a different college where individual sections can be rated 1-4 to average a more accurate rating, rather than one rating given overall without the average. This format would also allow for comments and descriptions in individual sections.

New Business:

Jeannette Seward address the CSO calendar changes for the upcoming year. A doodle poll was sent out and we got 20 responses. The participants voted Thursdays at 3:00 p.m. worked best. All meetings will be the 3rd Thursday of the month at 3:00 p.m. We will try to always have them in SGC126, pending classroom availability.

Dovie Willey covered employee recognition. New employees are Danielle Hayes in the Registrar's Office, Gordon Cox in Information Technology, Danny Howard in Security and Stephanie Jungert in KinderCollege. Dovie recognized Sharon Auer's retirement; however, Sharon was not present. Dovie also recognized Janelle Kelly for 10 years of service at LCSC.

Amanda Greco addressed committee sign ups. 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.

There was no other new business to discuss.

Door prizes were provided by Teri Ockwell: Winners were Moriah Hale and Debbie Leachman.

The next meeting is scheduled for September 19, 2019, followed by a meeting September 26, 2019, at 3:00 p.m. in SGC126.

The meeting was adjourned. Jeannette Seward motioned to approve. James Nave seconded.

Next meeting: September 19, 2019, at 3:00 p.m. in SGC126.