



Meeting Minutes: April 16, 2020

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 via Zoom due to the Coronavirus pandemic.

Attendees: Angie McClain, Diana Higgins, Moriah Hale, Jeannette Seward, Dovie Wiley, Jordan Farrington, Sue Daniel, Robin VanSickle, Shantel Zacha, Bailey Pointer, Julie Wilson, Jody Wassmuth, David Walker, Summer Kibbe, Teri Ockwell, Vivian Miller, Julie Lawrence, Jeff Zimmerman, Amanda Greco, Mindy Brand, Denise Key

Welcome and Introductions: Dovie introduced two new hires in Physical Plant – Dylan Dahl and Sandra Tunine.

Reports:

1. January 2020 Meeting Minutes – These did not get sent out with the zoom invite. Jeannette Seward is going to send these out in an email for changes and/or approval.
2. Treasurer's Report: Teri Ockwell went over the current Treasurer's Report. No changes were made. The Treasurer's Report was accepted.

New Business:

1. Dovey Willey recognized years of employment and CSO employee retirements. Wayne Bolland from physical plant is celebrating 30 years of service.
2. President's Council Report – Jeannette Seward
 - a. Jeannette sent out an email with information. To find it, search your emails for "CSO Checkin."
3. Committee Reports
 - o Employee Recognition – They are trying to plan the social and have decided to leave gifts as they are for retirements.
 - o Nomination/Election – The last day to vote is this coming Friday. 55 people have voted right now, so make sure to vote on the website.
 - o Employee of the year – Names have been received and they are working on getting employee of the year chosen. They did not have a luncheon in April, so they are waiting to see what the Provost wants to do with this.
 - o Bylaws – None
 - o Birthday Card – Ordered birthday cards in February and they have them sent out through March. Amanda Greco suggested just sending an email instead of trying to catch up with cards when we return to campus.

- Advocacy – Has worked on meal plans for students. This has stopped since COVID. The food pantry is still open!
- Winter Revels – None.
- PDT – Met today. They are working on getting the new website up for teachers of PDTs and COVID19 guidance PDTs.
- LC Cares – None.
- 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

Good of the Order:

Student affairs is moving a lot of offices, Jeanette says she is putting word out to Courtney about the Student Affairs moves. Print shop is working remotely and printing stuff one day per week on Thursday. When you send your orders in, just send the account number you are using and when we get back they can do IDPs, Teri is having a dogwood festival coloring contest – leaflet in inland 360 or go onto the website for this year’s dogwood festival t-shirts. T Shirts are on presale. Tentative date for dogwood festival is the last weekend of July.

Door prizes were provided by Teri Ockwell: Winners were Summer Kibbe and Angie McClain.

The next meeting has not been scheduled yet.

The meeting was adjourned at 3:43 p.m.