



Meeting Minutes: January 23, 2020

Submitted by: Amanda Greco, CSO Recording Secretary

CLASSIFIED STAFF ORGANIZATION

Opening: Jeannette Seward called the meeting to order at 3:01 p.m. The meeting was held in SGC room 126 and had 19 members present with Courtney Toth, IT Help Desk Manager, Dawn Lesperance, Director of e-Learning Services, LCSC Testing Center and Disability Services, and Erin Cassetto, Director of LCSC Work Scholars as guest speakers.

Attendees: Jeannette Seward, Moriah Hale, Mindy Brand, Teri Ockwell, Noreen Peterson, Amanda Greco, Heath Fuller, Julie Wilson, Stephanie Hellekson, Jeff Zimmerman, James Nave Shantel Zacha, Bailey Pointer, Jordan Farrington, Leilani Farrell, Kim Vogel, Diana Higgins, Dovie Willey, Theresa Chrisman, Gordon Cox, and Julie Kvern.

Welcome and Introductions: Dovie introduced new CSO employees: Steve Leto (Physical Plant), Stephanie Hellekson (Workforce Training), Shantel Zacha (Workforce Training), Bailey Pointer (CAMP), David Ceske (Residence Life).

Guest Speaker:

Courtney Toth, IT Help Desk Manager –

Site editing. Informed us of why we are doing the changes. We currently have 160 people editing the website (different pages). There's been a lot of focus on the ADA portion of the website. New system is also Umbraco, but a newer system. Another reason we are updating our website is mobile accessibility. The new website will scale correctly on a cell phone. Training next month is being led by Celeste McCormick. She's not only teaching how to create the page, but also some web design principles. Training is in February, but we are not sure when we are going to go live. They will have two functioning websites for a while, as a soft launch (with an option to "click here" to see new site) and then they will do a hard cut off. Theresa asked if we could still cut and paste, Courtney said they don't want you to, but you still can. This new system should be more friendly than our current system. The intranet will not be updated until we can fix the main website.

Dawn Lesperance, Director; e-Learning Services, LCSC Testing Center, and Disability Services –

E-Learning is currently working on switching over to Canvas from Blackboard. This is happening now. We have 20ish classes living in Canvas for this semester. So far, everyone has really liked Canvas (students and staff). Every student is enrolled in a class called passport that tells you how to use everything. End of date for Blackboard is July 2020. If you have a student that can't find their class, they have to go to Canvas. Training will hopefully be end of February, beginning of March. Every division got a training account. They will work with the division AAs to get some training set up. Part of what e-learning and DSS does is accessibility training. There is a full PDT on accessibility, and there are some live right now. These classes show you how to make Word, PDF, and PowerPoints accessible. If you have any questions, you can go talk to Autumn Greene, in the library.

Erin Cassetto, Director; LCSC Work Scholars –

The Work Scholars program is changing the way they do the interview process. They are allowing students to apply for up to 3 positions they are interested in. They will then go through an interview process to obtain the job they wish. Work Scholars is currently looking for PSO, CSO, and Faculty volunteers to assist in the interview process. If you are interested in assisting with that, please contact Erin directly.

Reports:

1. November 2019 Meeting Minutes – Amanda Greco requested input for changes, or updates, needed for the last CSO meeting minutes. No changes were requested. James Nave moved to approve the November 2019 minutes and Heath Fuller 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. James Nave won the drawing for submitting a payroll deduction form at the last meeting, and the prize was supplied by Teri Ockwell. November brought in \$87.50 for donations, and December brought in \$79.25 for donations. We had one expense for \$200 to LC Cares, and we will have two retirement gifts coming up to purchase. Jeff Zimmerman motioned to accept the Treasurer’s Report, and James Nave Seconded. The Treasurer’s Report was accepted.

Old Business:

1. Winter Revels Report – Theresa Chrisman, Kim Vogel, and Jeff Zimmerman shared with everyone what was included in the CSO Winter Revels Basket and thanked everyone for donating. Vicki Donavon won the basket.

New Business:

1. Dovie Willey recognized years of employment and CSO employee retirements. Claudia O’Connor has been with LCSC for 15 years. Ed Howard from Physical Plant and Daniel Deyarmin from Information Technology retired.
2. Jeannette Seward shared a report from the President’s Council - Student retention is up, and efforts are working. There are quite a few more events happening to bring students to campus. We have a presence at Golden Throne this year to get kids to apply. We had some publicity on the back of North Idaho Family Magazine. Divisions are adding some new certifications (cybersecurity, etc.). Fall fest was successful and very fun. We have had a lot of people leaving lately that have been here for 30+ years, there’s no information when they leave, so the President is asking everyone to have a procedure manual with processes, deadlines, etc. President Pemberton continues to stress Enrollment & Retention, Responsiveness and Sustainability.
3. Please make sure you are updating your email signatures with the new logo. The logo has been provided in a copy/paste format on the LCSC Intranet.

4. Committee Reports

- Employee Recognition – Discussing options for the May social and exploring the retirement gifts provided to staff.
- Nomination/Election – No updates
- Employee of the year – No updates
- Bylaws – No updates
- Birthday Card – Going great.
- Advocacy – Have not met yet. A volunteer is needed to take Kim Vogel's place in this committee.
- Winter Revels – None.
- PDT – None.
- LC Cares – Over and done.
- 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 Diana Higgins and Julie Wilson.

The next meeting is scheduled for March 19, 2020, at 3:00 p.m. in SGC126.

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