



**CLASSIFIED STAFF ORGANIZATION**

**Opening:** Kim Vogel called the meeting to order at 3:12 pm. The meeting was held in SGC room 126 and had 17 members present and 1 guest presenter.

**Attendees:** Kim Vogel, Jeannette Seward, Teri Ockwell, Leilani Farrell, Mindy Brand, Diana Higgins, Caroline Hatfield, Wayne Bolon, Jeff Zimmerman, Denise Key, Julie Christianson, Doris Swinford, Amanda Gill, Robin VanSickle, Heath Fuller, Theresa Chrisman, Julie Lorentz, and James Nave.

Jeannette introduced the only new CSO employee since the last meeting: Christopher Weber in Security.

Kim introduced the guest speaker, Amanda Gill from College Advancement, to discuss employee donations. Payroll deduction and one-time donations are available. Payroll deductions can go toward a department, program, scholarship, or endowment of choice – anywhere on campus that has a local account. There is no dollar limit on deductions/donations. Donations can be broken out into several different frequency types (every pay period, 1<sup>st</sup> pay date, 2<sup>nd</sup> pay date, one-time gift, etc). Via the President, the institution would like donations to be at 100% by 2023. Meaning each and every employee donating some dollar amount, whether through payroll or one-time gift. Current payroll deduction numbers are as follows: out of 121 CSO members, 23 are donating through payroll; out of 161 PSO members, 62 are donating through payroll; and out of 182 faculty members, 63 are donating through payroll. There is discussion of an option in the future for CSO members to earmark their donations for specific uses such as hardship donations. Following Amanda's conversation, small gifts were handed out to those CSO members present who already donate via payroll.

**Reports:**

December Meeting Minutes: Mindy requested input for changes or updates needed to the last CSO meeting minutes. She also stated a couple changes made to the minutes prior to the meeting. One for an incorrect spelling of a member's name, and another for a wording change. No other comments for changes were made. Jeff Zimmerman motioned to approve the minutes with changes and James Nave seconded.

President Council's Report: Kim addressed that the President continues to stress the importance of employees being "all hands in" and for all of campus to continue to get involved with happenings across campus. Kim also encouraged each CSO member to consider what the motto "all hands in" means to them. At the council meeting, the President handed out notecards to attendees which contained prospective student's information. This information was used by the recipients to reach out to those students and invite personal contact from different areas on campus and encourage them to choose LCSC.

Treasurer's Report: Teri went over the current report. She noted one adjustment that needed made and would have it corrected and sent out. Robin VanSickle motioned to approve the report and Caroline Hatfield seconded.

**Old Business:**

At the last President's Council meeting, Kim challenged the PSO to the annual food drive competition, benefitting the Warrior Pantry. Donations are to be made directly at the pantry or by contacting the pantry for pickup. Dates proposed for the competition are the week of March 11-15<sup>th</sup>. The flyer will be sent out once dates are finalized.

Kim and Jeannette have been sitting on the CRC (Compensation Review Committee). This year the committee is pushing to address salary and compression issues across campus. Kim noted that IR&E will be sending out a survey (goal date in April) encompassing a lot of issues, but a portion will address compensation. There was some discussion between the members present at the meeting about issues that they are most concerned with. Both Kim and Jeannette stressed the importance of CSO being involved in these surveys, but also putting their thoughts and opinions in writing and sending them forward so that they can be presented to the President's Council.

#### **New Business:**

Jeannette congratulated the following employees for their years of service:

5 years: Johnny Dahl in Physical Plant, Corey Pedersen in IT, and Stephanie Dickinson in Financial Aid.

10 years: Debbie Gurluck in Student Counseling and Trena Lawen in Nursing & Health Sciences.

Employee of the Year: Nominations are due February 20<sup>th</sup>, the website will be closed at 5:00 pm that day. The Campus Recognition Luncheon will be held April 5<sup>th</sup> at noon in the WCC. RSVP is requested through the Provost office no later than March 20<sup>th</sup>.

CSO Bylaws: Jeannette presented several changes to the bylaws. The first change is in Article III: Membership Meetings Section 2 referring to a Quorum and that there is currently no number specified as how to many members must be present. Several numbers were proposed including: 9, 11, 15, and 17. Next, duties for Chair and Chair-Elect need to be adjusted to show a 2-year commitment to the CRC committee per the President's request. Next, duties pertaining to Employee of the Year nominations should change from Recording Secretary to Web Secretary. Lastly, the spelling of Addendum was corrected. Voting for changes to the bylaws will be done at the final meeting in May.

#### **Committee Reports:**

Due to time constraints not all committees were able to present.

Leilani Farrell is the CSO representative for the new Small Appliance Committee. Their next meeting is Friday, February 15. They are going to assess what is currently being used across campus.

The FAC (Functional Area Committee) Observers will be meeting shortly to present their top 5 recommendations from each respective committee to Kim Vogel to take to the President's Council.

Door prizes were provided by Teri Ockwell: Winners were Wayne Bolon, Julie Christianson, and Diana Higgins. The fourth door prize was awarded to one of the people who filled out a payroll deduction form at the meeting and the winner was Julie Christianson.

The meeting was adjourned at 4:35 p.m. James Nave motioned to approve. Leilani Farrell seconded.

Next meeting: May 16, 2019 (*location TBD*)