



Meeting Facilitator: Amanda Greco Chair

Officers: Diana Higgins, Connie Hallen, Leilani Farrell, Moriah Hale

- I. Call to Order- Amanda called the meeting to order at 3:01 pm
- II. Welcome and Introductions
  - a. New CSO Employees – Diana Higgins
    - New Hires  
Ila Duff, Customer Service Representative 2, Workforce Training  
Sarah Statler, Administrative Assistant 1, Workforce Training  
Gabriel Lybrand, Maintenance Craftsman Senior, Physical Plant  
Emily Parson, Administrative Assistant 1, Student Services (CDA)
    - Retiree  
Robin VanSickle
    - Years of Service  
Mark Brazington – 5 Years  
Jarett Goslin – 5 Years  
Quinn Wilson – 15 Years
  - b. Recognition and Retirements – Diana Higgins
- III. Reports
  - a. Approval of Minutes from December 2020 Meeting – Leilani Farrell-  
Jeff Zimmerman- move to accept the minutes; Diana Higgins seconded to accept the minutes. No changes.
  - b. Treasurer’s Report – Connie Hallen- presented by Amanda  
James Nave- move to accept the report- Jeff Zimmerman seconded.
- IV. Old Business
  - a. Committee updates from December 2020.
- V. New Business
  - a. Committee reports.
    - o Employee Recognition- No update.
    - o Nomination/Election- No update at this time.
    - o Employee of the Year- Moriah- Link is up on the CSO webpage for nominations.
    - o Bylaws- Diana- We will be sending out an email for a vote to change the term for the Web Secretary.  
We are also looking to consolidate some committees, so be aware of some changes that will be forthcoming.
    - o Birthday Card Committee
    - o Advocacy

- Winter Revels
  - LC Cares
  - PDT Committee
  - FAC Observers
    - Administrative Services
    - Career & Technical Programs
    - Community Programs
    - Professional Studies
    - Liberal Arts & Sciences
    - Student Affairs
    - Direct Reporting Units (DRUs)
  - b. Work Scholars looking for volunteers for interviews- Reach out to Wendy Wagner if you are interested in helping. It is really simple and easy if you have some time.
  - c. Wellness Discussion- Regence Wellness Summit on the 23<sup>rd</sup> if you would like to attend- link is on the Wellness website.
  - d. Autumn Greene in Accessibility Services is putting on training for making documents accessible on the web- please register on the PDT website.
- VI. Next Meeting Date, April 14, 2021 at 3:00 p.m.
- VII. Drawing for Door Prizes (Diana and Amanda Providing)- Congratulations to Emily and Leilani!
- VIII. Adjournment- at 3:40 pm