

Career Service Council

Executive Officers

Chair: *Lynn Speer*

Vice Chair: *Lola Christian*

Secretary: *Carol Pugh*

Treasurer: *Tyffany Wishart*

Standing Committee Representatives

Bylaws and Elections: *Lola Christian*

Historians: *Melody Cevelin and Lisa Davis*

Salary and Fringe Benefits: *Angie Siekers and*

Karen Griffin

Meeting Date: April 21, 2010

Minutes taken and prepared by Carol Pugh

Representatives Present: Jim Atyeo, Melody Cevelin, Lola Christian, Cheryl Farrell, Karen Griffin, Sue Harris, Tom Holland, Beverly Hurst, Bertha Jackson, Carol Pugh, Angie Siekers, Lynn Speer, Marie Thomas and Tyffany Wishart

Representatives Absent: Blanca Betances, Pat Brady, Betty Clayton, Anita Courtot, Judi Darden, Heather Faison, Pricilla Fort, Oralia Gamino, Sue Harris, Tom Holland, Wanda Howard-Holmes, Kim Kleckner, Kathy Koontz, Karen Lake, Kate Marks, Chris Parks, Linda Payne, John Santos, Betty Jo Turner and Carol Wilson

Guests, Members and Others: Anedria Gunn and Eugene Jones

Call to Order: Chairperson Lynn Speer called the meeting to order at 10:35 am in O-108.

Approval of Minutes:

Lynn Speer asked representatives to review the minutes from the February 17, 2010 meeting. A motion was made by Lola Christian to approve the minutes; seconded by Marie Thomas. Motion approved.

Guest:

Eugene Jones presented the Quality Enhancement Plan (QEP) to the council. One of the large parts of SACS accreditation is what are the pressing issues at the institution. Basically, the QEP addresses if there is something you would change about the college, what would it be and how would it be done? The plan requires the college to have a broad based environment; each base of the college must be covered. Every group that the QEP plan is presented to must be documented. What does the QEP look like at other colleges? Examples could be provide freshman orientation, ethics values in service learning, raise reading comprehension in ENC1101. How are we going to do this at SFC? Phase One – all of next year will be selection of the QEP topic. Phase Two – Actual Development of QEP. Phase Three – The actual plan itself. SACS requires the plan to be carried out for five years. Each group will have a functioning subgroup. The timeline is that from March until June of this year, Eugene will meet with the different groups of the college and will put together a formal leadership team. It must decide who will participate as a “point person”. There will be an engagement campaign to get the word out about the QEP to the college at large and it will be advertised in the *Santa Fe Today*. The plan is to have the draft completed by Spring 2011, with a final plan in place by April 2012 that would receive approval by President’s Staff in July 2012 and SACS visits the college September 2012.

Communication from our College President:

Mens Baseball and Womens Softball – Dr. Sasser congratulated the Mens Baseball and Womens Softball teams and Coaches Wiggs and Ahern for their recent wins in the Mid-Florida Conference and encouraged everyone to attend a state tournament game, if at all possible.

Commencement Ceremonies – Ceremonies will be held on April 30; David Tegeder will be the guest speaker at the evening ceremony. The zoo ceremony will take place at 10:00 am, followed by the nurses pinning ceremony at noon, health related at 3:00 pm, with the main commencement ceremony beginning at 7:00 pm.

Flex Schedule – The flex schedule was approved by the Board of Trustees for the summer. Employees are encouraged to take advantage of this schedule, if possible. Any combination of days and hours (Monday through Friday) which equal to 40 hours per week is acceptable, as long as it is approved by the employee's immediate supervisor.

Treasurer's Report:

Tiffany Wishart distributed the treasurer's report. There is a combined balance of \$6,877.35 in the budget; of this amount, \$3,545.23 is designated for the scholarship fund; \$933.05 is designated for the Family Fund. There is \$567.07 in the Share Wear account. The available balance in the Career Service account is \$2,399.07. A motion was made by Karen Griffin to approve the treasurer's report; seconded by Jim Atyeo. Motion approved.

Committee Reports:

Bylaws and Elections – Lola Christian requested nominations for next year's officers and announced that the deadline is Friday, April 23.

Food Service Advisory Committee – Bertha Jackson and Jim Atyeo reported that plans are underway to build a deck at the south end of the cafeteria. Money for this project will come from student fees. Jeff from Subway has reported his sales have seen a tremendous decrease which he feels is largely due to day-to-day sales by various groups around campus. Lines at Coffee 101 are too congested and too long; a second machine is needed to help alleviate this problem.

Historian – No report.

Representative Reports:

Salary and Benefits – Karen Griffin reported the committee has addressed several concerns and opinions as they relate to Career Service employees. These include salary studies; mentoring program; performance appraisals; job descriptions and health benefits. Faculty and administrative and professional the salary and benefits representatives agree with the concerns and opinions identified by Career Service and will present to the Resource Planning Council on April 22.

Technology – No report.

Transportation and Security – Lola Christian reported that there are many complaints about the carpool lot not being utilized. Fifty spaces were identified for students who carpool, but on any given day, only one or two of the spots are being used, which has led to a huge number of complaints.

Old Business:

Spring Picnic – This year's picnic will be held on Thursday, May 6, from 11:30 am to 1:30 pm in front of the library. The theme is "Blast from the Past"; everyone is encouraged to wear attire from their favorite decade. Volunteers are needed to help make the picnic a success.

STAR (Service/Teamwork/Attitude/Reliability) Award – Lola Christian encouraged everyone to attend the college wide awards ceremony on Friday, April 23. The recipient will receive a recognition plaque and a \$100 gift card.

Operation CarePak – Kathy Koontz is the representative for career service; the first packing date has been scheduled for May 5.

New Business:

Nominations for Executive Board – Nominations for the 2010-11 Executive Board are due Friday, April 23. Elections will be held week of May 10.

Scholarships – Lynn Speer reported that for the first time ever our balance in the scholarship fund is sufficient that we will be able to offer scholarships to career service employees who are taking summer classes.

Next Meeting: May 19, 2010 at 10:00 am in the Math Studio, P-220.

Adjournment: The meeting was adjourned at 11:40am.