



Career Service Council

Executive Officers

Chair: *Chris Parks*

Vice Chair: *Lola Christian*

Secretary: *Carol Pugh*

Treasurer: *Tyffany Wishart*

Standing Committee Representatives

Bylaws and Elections: *Chris Parks*

Historians: *Melody Cevelin and Lisa Davis*

Salary and Benefits: *Angie Siekers*

Meeting Date: April 16, 2014

Minutes taken and prepared by: *Carol Pugh*

Representatives Present: Delia Carr, Emory Clayton, Maura Daquila, Lisa Davis, Cheryl Farrell, Beverly Hurst, Bertha Jackson, Susan Kulmacz, Candace Mather, Krystal Nelson (for Sue Harris), Chris Parks, Carol Pugh, Nina Trombi, Carol Wilson and Tyffany Wishart

Representatives Absent: Blanca Betances, Pat Brady, Shelley Carroll, David Diefendorf, Heather Faison, Pricilla Fort, Oralia Gamino, Wanda Holmes-Howard, Karen Lake, Fred Long, Celeste Otero, Angie Siekers, Lynn Speer and Michelle Theus

Guests, Members and Others: Lela Frye, Cathy Keen and Dianne Wilkinson

Call to Order: Chairperson Chris Parks called the meeting to order at 10:03 am in Building S, Room 326/327.

Approval of Minutes:

Minutes from the February 19 meeting were distributed. A motion was made by Lisa Davis to approve the minutes; seconded by Beverly Hurst. Motion approved.

Communication from our College President:

Minutes – Dr. Sasser has asked Carol Pugh to provide him with the comments under “Communication from our College President” portion of the minutes before distribution to the council in an effort to reduce miscommunication. This is the practice of the College Senate.

Time and Attendance – There will be no more meetings regarding time and attendance until the Career Service Implementation Committee completes its work. The college is working on a resolution for how we will track time and attendance. Dr. Sasser has appointed the Implementation Committee to make recommendations for recording time and attendance, as well as to assist in planning training for supervisors.

Special Announcement – Santa Fe serves over 24,000 students; there are over 900,000 students enrolled in the Florida College System and over 12.8 million students enrolled in community colleges in the United States. Each year, Phi Theta Kappa recognizes the top 20 students in the country. One of this year’s top 20 attends college at Santa Fe. Christian Keen was recognized at a special ceremony held on April 9 in the Fine Arts Hall. He is a leader in student government at Santa Fe College and very involved in community service.

Legislative Update – The Legislature is currently in session. Florida College System colleges are slated to receive some new funds, although much less than previous years. There is no tuition increase planned for this year.

Undocumented Students – A bill has passed which will allow undocumented students to pay in-state tuition. This will help Santa Fe tremendously. Undocumented students are students born to parents who immigrated illegally into the United States.

Next Board Meeting – The next board meeting will be held on Tuesday, May 20, at 4:00 pm at the Northwest campus.

Guest:

Lela Frye reported that the college continues to work on policy for supervisor training. When the policy is developed, it will become part of the salary schedule and will be the governing document for salaries for all employees. The salary schedule contains provisions that relate to compensation. The Salary Schedule is presented to the Board of Trustees at the June meeting. Supervisors need to be trained but there needs to be a written guideline. The committee needs feedback for college endorsed activities and things that are voluntary. Activity directly related to our job cannot be voluntary. Must distinguish in policy what is compensatory and what is voluntary. Association of Florida Colleges meetings and activities, Career Service tribute – these events are compensable time. Sharewear is currently both. The argument for Sharewear is that it is a service project of the college. It is operated during college hours by employees. If store is open on Saturday, hourly employees would be required to flex time for the week. If hourly employees staffed the store and overtime is involved, the money to pay overtime would have to come from Sharewear. There is a combination of employees who work store – some are exempt; some use their lunch time to work store; some make up the time; for some it is part of their job duties. Permission is required from supervisor to work at Sharewear. Supervisors are encouraged to find ways for their employees to participate. Supervisors may also say no to employees who want to participate. Sharewear affects students and is a great benefit to students. Another thing to be considered is the grievance policy; if the supervisor changes their mind, the grievance policy gives employees a process.

Career Service will be making their presentation to the Resource Planning Council; we need to identify the things that are most important to us. The RPC makes no approvals; only recommendations to president's staff. There was a disagreement earlier as to what was being presented. One confusion is job analysis and reclassification. Is there a need for a change in the person's duties? We need a reclassification study, not a job analysis. We need to review jobs. This has not been done since 2003-04. We have talked about doing this for two years but it hasn't been conveyed through the ranks. Because of shared governance, it must come through career service council. It has been a recommendation for quite some time but it has not been heeded.

Lela further added that career service needs to be united. There is a difference in being vocal and being productive. The senate represents faculty and administrative employees. Career Service representatives career service.

Treasurer's Report:

The treasurer's report was distributed for the month of April. The overall balance in the career service fund is \$16,577.67. Of this amount, \$1,695.27 is designated for the family fund and \$12,540.95 is designated for the scholarship fund, leaving a balance of \$2,341.45 in the general fund. There is a balance of \$594.76 in the Saints Sharewear fund. A motion was made to approve the April treasurer's report; seconded. Motion approved.

Committee Reports:

Bylaws and Elections – No report.

Cluster Representative Committee – No report.

Food Service Advisory Committee – No report.

Historian – No report.

Representative Reports:

Bookstore Advisory Committee – No report.

Technology – No report.

Transportation and Security – No report.

Food Service Advisory Committee: No report.

Salary and Benefits: No report.

Technology: No report.

Transportation and Security: No report

Old Business:

Website: Website has been updated.

New Business:

Spring Tribute: The final meeting to plan this year's tribute will be on Thursday, April 24, at 9:30 am. This year's event is for career service employees and Friends of Career Service only.

Announcements:

Summer scholarships: Applications are available and the deadline for submission is May 23. Applications should be sent to Chris Parks.

Surplus Sale: The sale will be open last week of April to the public. Lots will be posted on Friday and Tuesday/Wednesday are preview days,

Leadership Training – Dr. Sasser announced at yesterday's Coordinating Council meeting that he will hold an all day workshop on May 5 for Leadership Training.

Next Meeting: The next meeting will be held on Wednesday, May 21, at 10:00 am in S-326/327.

Adjournment: The meeting ended at 11:01 am.