



Career Service Council

Executive Officers

Chair: *Chair Parks*

Vice Chair: *Lola Christian*

Secretary: *Carol Pugh*

Treasurer: *Tyffany Wishart*

Standing Committee Representatives

Bylaws and Elections: *Lola Christian*

Historians: *Melody Cevalin and Lisa Davis*

Salary and Benefits: *Angie Siekers*

Meeting Date: May 21, 2014

Minutes taken and prepared by: *Carol Pugh*

Representatives Present: Pat Brady, Delia Carr, Lola Christian, Emory Clayton, Maura Daquila, Lisa Davis, David Diefendorf, Hannah Fischer, Pricilla Fort, Oralia Gamino, Sue Harris, Bertha Jackson, Susan Kulmacz, Candace Mather, Carol Pugh, Angie Siekers, Nina Trombi, Carol Wilson and Tyffany Wishart

Representatives Absent: Melissa Atyeo, Blanca Betances, Shelley Carroll, Brenda Evans, Heather Faison, Wanda Holmes-Howard, Beverly Hurst, Karen Lake, Fred Long, Celeste Otero, Chris Parks, Deb Singletary and Lynn Speer

Guests, Members and Others: Michelle Clark, Anthony Crisalli, Tina Crosby, Cheryl Farrell, Sean Flanick, Seth Florio, C.J. Fort, Jr., Lela Frye, Cindy Grandmaison, Vince Grimm, Cathy Keen, Robert Leitner, Rebecca Mahony, Anne Millard, Tim Modisette, Heather Morgan, Catherine Mott, Jim Murphy, Krystal Nelson, Nancy Oftelie, Diane Rowe, Arthur Stallion, C.J. Tabah,, Jorge Tormes and Dianne Wilkinson

Call to Order: Vice Chair Lola Christian called the meeting to order at 10:08 am in Building S, Room 326/327.

Approval of Minutes:

Minutes from the April 16 meeting were distributed. A motion was made by Angie Siekers to approve the minutes; seconded by Lisa Davis. Motion approved.

Communication from our College President:

Flex Time – The board unanimously approved the use of flex schedules again this year. Employees have the option to work 10 hours per day/4 days per week. Although the flex schedule benefits only a few Santa Fe employees, it is important to help out those employees and the college is committed to continuing to offer this schedule.

Evening Social – This year's evening social will be held on Monday, June 9.

Ice Cream Social – This year's ice cream social will be held on Wednesday, June 11 from 2:30 – 3:30 pm in R-01.

Union Conversations – Dr. Sasser reminded everyone that all employees have the right to join a union. If you feel it is what is best for you, then you should join. Dr. Sasser was aware of the discussions with the union representatives about three weeks prior to the article being printed in the *Gainesville Sun*. Before making a decision, he encouraged everyone to speak with their colleagues around the state. Dr. Sasser would not personally favor a union at Santa Fe; as it stands now, all employees have access to him as president. His commitment is to us and to the college; not in creating an adversarial relationship with employees. This is not what has put Santa Fe in the Top 10 colleges and has made us who we are. Career Service council is for us. Senate is for faculty and administrative and professional employees. Student Government is for students. What Dr. Sasser does not favor is a third party coming in and having to go between them and us.

College-wide Budget Meeting – Dr. Sasser will meet with all employees on Monday, June 16, to discuss the 2014-15 budget. The meeting will begin at 2:00 pm in the Fine Arts Hall. It has been a tough year for community colleges. The budget has just been sent to the governor and includes an increase of about 1.4% for Santa Fe. The very best news is that Santa Fe will receive \$8.1 million to expand the Institute of Public Safety.

Next Board Meeting – The next Board Meeting is scheduled for Tuesday, June 17, at 4:00 pm on the Northwest campus.

Guest:

Lela Frye further added that the summer flex schedule that was approved by the board will begin the first of June and will end in mid-August, with the exception of the week of July 4, when everyone will work eight (8) hours per day Monday – Thursday.

Lela provided an update on the progress of the Implementation Committee. The committee has come up with a draft of the new policy. The document will still be a working draft after it has been rolled out. The one thing that is standard is that we have a 40 hour work week. Supervisors and employees will come up with schedules. Work week is Sunday through Saturday. In addition to the time and attendance implementation, the college is working on policy for requesting leave. We will be using an Excel timesheet. Length of meal break will be determined by how many hours an employee works. Compensable time is the time you are being paid; Career Service Council meetings and Sharewear are considered compensable time. Supervisors are encouraged to support employee's participation in college activities. It is expected that training for the new Time and Attendance policy will begin in about two weeks. Lela also said that although it is the wish of some employees to work a 37.5 hour work week vs. a 40 hour work week, this item has never been on the table for discussion. If this is something career service would like to see addressed, a formal presentation should be addressed to the Salary and Benefit committee.

Treasurer's Report:

The treasurer's report was distributed for the month of May. The overall balance in the career service fund is \$16,636.87. Of this amount, \$1,701.59 is designated for the family fund and \$12,644.27 is designated for the scholarship fund, leaving a balance of \$2,291.01 in the general fund. There is a balance of \$811.27 in the Saints Sharewear fund. A motion was made by Nina Trombi to approve the April treasurer's report; seconded by Seth Florio. Motion approved.

Committee Reports:

Bookstore Advisory Committee – No report.

Bylaws and Elections – Lola asked for those interested in serving on the committee to review and make proposed changes to the bylaws to contact her. Pat Brady and Nina Trombi indicated they would like to serve on committee.

Cluster Representative Committee – Employees/representatives are added/deleted as people are hired by the college or separate from the college. Tyffany maintains list of current employees.

Food Service Advisory Committee – No report.

Historian – Updates are ongoing.

Representative Reports:

Bookstore Advisory Committee – No report.

Technology – Nina Trombi reported the Technology Committee will meet tomorrow.

Transportation and Security – No report.

Food Service Advisory Committee -- No report.

Salary and Benefits – A motion was made by Jorge Tormes to review various health care plans. Seconded by Pat Brady. Discussion followed. Motion approved.

Transportation and Security – No report

Old Business:

Career Service 2013-14 Meetings: The calendar for meetings is posted on the Career Service website. All meetings are held in S-326-327 at 10 am.

Friends of Career Service: Many thanks to those who have stepped up to become “Friends of Career Service”.

New Business:

2015-16 Santa Fe College Calendar: Lola stipulated that there are certain considerations when developing the college calendar each year. Faculty always request more instructional days; however, they underutilize the days they are already given. Everyone wants to maintain the current number of holidays.

Spring Tribute: This year’s tribute saw its largest attendance ever. There were many comments regarding how nice the event was and employees were grateful that they could attend the event in its entirety, giving them an opportunity to fellowship with their peers.

2014-15 Executive Officer Election Update Results:

Chair: Nina Trombi

Vice Chair: Tie vote; a runoff election will be held to determine vice chair, scheduled for May 29 – June 6.

Angie Siekers and Lynn Speer will be election attendants.

Secretary: Maura Daquila

Treasurer: Tyffany Wishart

Announcements:

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

Next Meeting: The next meeting will be held on Wednesday, June 18 at 10:00 am in S-326/327.

Adjournment: The meeting ended at 11:25 am.