



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 Cevelin and Lisa Davis*
Salary and Benefits: *Angie Siekers*

Meeting Date: June 18, 2014

Minutes taken and prepared by: *Carol Pugh*

Representatives Present: Pat Brady, Delia Carr, Lola Christian, Maura Daquila, Lisa Davis, David Diefendorf, Hannah Fischer, Paula Gainey, Beverly Hurst, Bertha Jackson, Krystal Nelson, Chris Parks, Carol Pugh, Angie Siekers, Nina Trombi, Carol Wilson and Tyffany Wishart

Representatives Absent: Shelley Carroll, Emory Clayton, Pricilla Fort, Oralia Gamino, Karen Lake, Fred Long, Celeste Otero and Deb Singletary

Guests, Members and Others: Peter Anschutz, Mark Barley, Jerry Benefield, Joseph Buckland, Tina Crosby, William Fannin, Cheryl Farrell, Sean Flanick, Seth Florio, C.J. Fort, Jr., Lela Frye, Brian Griffis, Vince Grimm, Missy Hamlow, George Hastie, Cathy Keen, Susan Kulmacz, Hugh Lawrence, Helen Legall, Robert Leitner, Darrell Linzy, Candace Mather, Jim Murphy, Jeremy Pierce, Diane Rowe, Lindy Russell, Jorge Tormes, Chattie Wheeler and Dianne Wilkinson

Call to Order: Chairperson Chris Parks called the meeting to order at 10:04 am in Building S, Room 326/327.

Approval of Minutes:

Minutes from the May 21 meeting were distributed. A motion was made by Lola Christian to approve the minutes; seconded by Lisa Davis. Motion approved.

Communication from our College President:

Time and Attendance: Dr. Sasser thanked the time and attendance committee for their work. He said we are in a really good place today because of their efforts. The committee provided a report to Dr. Sasser and he made very few changes to the report. He changed only a few words to reflect the tone of Santa Fe. He met yesterday with the time and attendance committee, the current executive board and the executive board that will begin their term on July 1. He is ready to start the training today; this issue has gone on way too long. The major problem has been inconsistency of supervisors. He believes there was no ill intent, but at the same time, there was not a standard. Forty hours is 40 hours. There is flexibility within the work week. The supervisor training will be separate from the career service employee training. Dr. Sasser would like to know of any concerns by the end of the day. He will not make changes to the policy; any changes will be made by the committee. Once supervisor training has been completed, we will begin employee training. Plans are for implementation to begin in the fall. At this time, he would like for the document to stay on the screen and not be available in printed form. We will continue to modify up until the point of implementation. There have already been too many false starts. Once it becomes an official document, it will be distributed in printed form.

Board of Trustees: The Board unanimously passed every recommendation that was presented at yesterday's meeting. All full-time employees will receive a 2% raise. For career service employees, the raise will be effective July 1. If enrollment remains strong, all full-time employees will receive a one-time supplement of \$500 in November. Dr. Sasser had asked Ginger Gibson to go back over the salary increase history for the past four years. If you got a supplement that went into the base, based on an annual salary of

\$35,000, you have gotten more than a 20% increase during this time. State employees have not had a raise in six (6) years. The greatest need at this college is salaries. The state must fund the colleges if tuition is to remain constant.

College Rule 2.8: Dr. Sasser expressed his earlier concerns regarding College Rule 2.8. He added that Jeremy Pierce will come before the council during the meeting to present a resolution to this rule. Dr. Sasser is supportive of the resolution and of the changes that have been made. He asked the Career Service Council to take another look at it and consider accepting the proposal to include “sexual orientation and gender identity and expression” to the rule.

Next Board Meeting – The next Board Meeting is scheduled for Tuesday, July 15, at 4:00 pm at the Watson Center.

Guests:

Lela Frye:

Lela said that due to time constraints, she would not be displaying the time and attendance policy on the screen. Even when the training begins, the policy will still be a working document. Once everyone receives training, it will become a final document. Document has been reviewed by Susan Miller and Patti Locasio. Patti commended the work by the committee and said that as a legal document, it required few corrections. We are not altering principles and we will comply with the law. The college operating hours will remain 8:00 am to 4:30 pm. Schedules span 24/7 at the college, 365 days per year. Each department will decide hours for the office to be open and it can be any schedule, as long as it is at least 40 hours per week. When possible, it is encouraged to consider personal life of employees. There will be three types of schedules. Standard work schedule, which is any number of days and hours from Sunday through Saturday that equal 40 hours of work. The alternate work schedule would be effective if operational changes needed to be made to the standard work schedule. Lastly, the modified work schedule would allow flexibility in scheduling during peak times and would be established well in advance.

There are two types of breaks – meal breaks and rest periods. Meal breaks must be at least 30 minutes and must be uninterrupted. The meal break can be from 30 to 60 minutes long. The college has a 40 hour work week. If your schedule is 7:45 am to 4:45 pm, then you would take a 60 minute meal break. The college is not mandating length of meal break, other than it is not less than 30 minutes and not to exceed 60 minutes. If you work five (5) or more hours, you should take a meal break. Rest periods are after four (4) hours of work. Breaks are compensable time and are not recorded on time record. Leave is a deviation and requires supervisor approval in advance. Leave should be requested one month in advance, when possible. Supervisors should give a response within one week. Departments will be required to put their protocol in writing for calling in, whether it should be via text, phone call or in writing. The electronic timesheet will calculate automatically. We will begin using a quarter hour system and not tenth hours. We will eventually move to an electronic system in the future, once we have determined what we want the system to do. Everyone who works holidays will be paid the same. If you work a holiday, you will be paid at regular rate for your shift, in addition to 1.5 times your hourly rate. The timesheet is the only authorized document for recording time. Everything must be on the timesheet. There will be an actual training specific to completing the timesheet. Overtimes occurs if you have physically worked 40 hours or more in one week. The Police Department and Facilities are the only two departments that have actual overtime budgets. If other areas have need for overtime, they should work with their vice president. There are going to be times where we will work outside the house we have planned.

The college will also adopt a disciplinary policy. No call/no show means job abandonment. Follow department policy for notification and how it is to be done. Policy regarding being out sick for three (3) or more days may require a doctor note because we need to know an employee is not contagious.

Recap of basic principles: Work week is 40 hours per week and is measured Sunday through Saturday. Meal break is to be determined based on how long you work. Departments that use time clocks, up to the department whether to continue using or not. Hours must be recorded on Excel timesheet. Even when training begins, it is still a working document. Supervisor training is Monday, Tuesday and Wednesday of next week.

Reclassification will begin immediately after implementation of this process. Money has been set aside in the budget. Change to salary schedule, especially in Facilities, to address on call pay and call back pay.

Dr. Lisa Armour:

Dr. Armour presented and addressed the Strategic Plan for the college. The plan should guide the decisions of the college for the next five (5) years. The plan will go to the Board of Trustees for approval in July. Dr. Armour thanked everyone for their excellent participation in the workshops. College budget should follow the plan. What the college plans to put foremost on their agenda when allocating resources. Some budgetary dollars have followed the plan. Access, connection, direction and achievement themes have been identified, followed by strategies and then tactics. This is not a closed issue. Please contact Lisa with concerns.

Jeremy Pierce:

Jeremy Pierce, President Student Senate, presented a Resolution to College Rule 2.8. He addressed the council and stated that other chairs of Student Government had come before us in the past. The resolution requests to add sexual orientation and gender identity and expression to College Rule 2.8. He explained the different senators of Student Government. At large senators represent 500 students each. Building senators are a little different than club senators. Student organization senators are elected by their organization. Academic senators are elected in the spring for a one year term. Article 1, Section 5. He said he was not one of the original authors or sponsors of the resolution. He explained that the history behind the proposed resolution came about as result of an incident that happened on campus. The incident began on campus but continued off campus. There is no signature or vote indicated on the resolution, but the vote was 56-1 in favor of the resolution. The vote was conducted during spring term. By adding classes to Rule 2.8, we would be in compliance with what local ordinances have adopted. Students continue to be heckled and harassed. How best to attract students on a civil rights issue. He said the present wording leaves out genetic class. The College wants what is federally and state protected. Both Lela Frye and Patti Locasio are comfortable with adding the wording requested. Clarification of the rule is needed. Adding language that clarifies who is protected does not change the rule.

Treasurer's Report:

The treasurer's report was distributed for the month of June. The overall balance in the career service fund is \$15,961.95. Of this amount, \$2,718.98 is designated for the family fund and \$11,197.59 is designated for the scholarship fund, leaving a balance of \$2,045.38 in the general fund. There is a balance of \$1,005.42 in the Saints Sharewear fund. We are continuing to accept donations for a career service employee who was affected by the fire at Paddock Club Apartments. A motion was made by Angie Siekers to approve the treasurer's report; seconded by Beverly Hurst. Motion approved.

Committee Reports:

Bookstore Advisory Committee – Carol Pugh reported that there is no meeting until fall.

Bylaws and Elections – Lola said that the old and new officers are meeting on June 30. She would like to present revised bylaws at July meeting. If you are interested in serving on committee, please contact Lola Christian.

Cluster Representative Committee – No report.

Food Service Advisory Committee – Bertha Jackson said there will not be a meeting until fall.

Historian – Lisa Davis reported that updates are ongoing.

Representative Reports:

Technology – No report.

Salary and Benefits – Angie Siekers said the committee has met. They are trying to schedule a meeting with the consortium regarding health insurance.

Sustainability Committee – No report.

Transportation and Security – No report

Old Business:

2015-2016 Santa Fe College Calendar: Lola did not receive any feedback from anyone regarding the 2015-2016 calendar.

Spring Tribute: There was a 10% increase in attendance for this year's event.

2014-2015 Executive Officer Election Results:

Chair: Nina Trombi
Vice Chair: Lola Christian
Secretary: Maura Daquila
Treasurer: Tyffany Wishart

New Business:

Fall Scholarships: The application for fall term is on the career service webpage.

Announcements:

Next Meeting: The next meeting will be held on Wednesday, July 16 at 10:00 am in S-326/327.

Adjournment: The meeting ended at 11:55 am.