

Executive Officers

Chair: *Nina Trombi*

Vice Chair: *Lola Christian*

Secretary: *Maura Daquila*

Treasurer: *Tyffany Wishart*

Standing Committee Representatives

Bylaws and Elections: *Lola Christian*

Historians: *Melody Cevalin and Lisa Davis*

Salary and Benefits: *Angie Siekers*

Meeting Date: September 17, 2014  
Minutes taken and prepared by: *Maura Daquila*

**Representatives and Officers Present:**

Pat Brady	David Diefendorf	Chris Parks
Delia Carr	Hannah Fischer	Carol Pugh
Lola Christian	Oralia Gamino	Angela Siekers
Maura Daquila	Bertha Jackson	Nina Trombi
Lisa Davis	Krystal Nelson	Tyffany Wishart

**Representatives and Officers Absent:**

Melissa Ateyo	Rosemary French	Fred Long
Shelley Carroll	Paula Gainey	Deb Singletary
Emory Clayton	Beverly Hurst	Carol Wilson
Pricilla Fort	Karen Lake	

**Guests, Members and Others:**

Austin Browning	Vinson Grimm	Nancee Oftelie
Michelle Clark	Larry Jarvis	Jeremy Pierce
Karen Cole-Smith	Susan Kulmacz	Beverly Polk
Cheryl Farrell	Robert Leitner	Kara Schiffer
Sean Flanick	Patti Locascio	Jorge Tormes
Seth Florio	Rodney Long	Dianne Wilkinson
CJ Fort	Heather Morgan	
Lela Frye	James Murphy	

**I. Call to Order:**

Chairperson Nina Trombi called the meeting to order at 10:08 AM in Building S, Room 326.

**II. Approval of Minutes:**

Minutes from the July 16, 2014 meeting were distributed and a motion was made by Lola Christian to approve the minutes as written. Seconded by Angie Siekers. Approved unanimously.

**III. Communication from our College President:**

Dr. Sasser was unable to attend as he was at a meeting of the League of Innovation Association. Patti Locascio, General Counsel, spoke on his behalf.

**Safety on Campus:** Last week was Safety Week. Patti emphasized several ways that the college highlights safety, including “Safe SantaFe”; the blue phones located around campus that are activated by pressing the silver pad, giving the caller a direct hotline to the police; and RAD classes that teach self-defense. She invited everyone to join her at the next class.

Chief Book and others assisted the University of Florida police with their efforts to deal with the recent situation UF had on campus. Additionally, during this time, our police department provided extra night time patrols on Santa Fe’s campus.

**Special Honors:** Colonel McRae was named 2014 Trustee of the Year by the Association of Florida Colleges Trustee Commission. In celebration, Santa Fe College conferred on Col. McRae an honorary

degree. Additionally, Dr. Sasser conferred an Associate of Arts degree on a terminally ill student. It was the student's life dream to receive his degree.

**Aspen Top 10:** The president sends his congratulations to all Career Service employees for making this happen. Lisa Armour is in charge of efforts to make us number one. Representatives from Aspen will conduct a site visit on October 21 and 22.

**Volleyball Team:** In its inaugural year, the volleyball team currently has an 11 -1 record. President Sasser asks that we keep track of and support the team.

**Next Board Meeting:** The next Board will take place on October 21, 2014 on the NW Campus and begins at 4:00 PM. You are welcome to attend.

#### **IV. Communication from Council Chair:**

**Top 10:** Nina extended Dr. Sasser's congratulations to Career Service employees for our part in the college being named Top 10 School again this year. She reminded us that we should feel a sense of ownership and be proud of our part. She let Career Service know how they have contributed to this honor by

- Keeping department chairs organized and budgets balanced
- Manually inputting schedules so students can register for classes
- Keeping grounds beautiful and clean and electrical systems working properly
- Ensuring offices, classrooms, and technologies are working properly
- Processing transcripts and financial aid and solving registration and award issues
- Meeting payroll deadlines

**Chair's Vision:** We are a professional organization and to ensure that the college views us this way changes are being made to how meetings are being conducted that will put us in-line with practices by the College Senate and Roberts Rules of Order. We will promote Career Service employees and the important role we play. Nina will show respect and transparency in her acts as Career Service Chair. She encourages all Career Service employees to ask questions, join committees, and talk with your supervisor to see if you can get involved.

#### **V. Treasurer's Report:**

The overall balance as of the September meeting in the career service fund is \$14,263.09 designated as follows:

- \$943.41 in the family fund
- \$10,631.02 in the scholarship fund
- \$2,688.66 in the general fund.

A motion was made by Seth Florio to approve the treasurer's report as presented. Seconded by Chris Parks. Approved unanimously.

#### **VI. Committee/Representative Reports:**

**Bookstore Advisory Committee:** Chair Carol Pugh advised committee will have its first meeting in October and that they meet twice a year – fall and spring.

**Bylaws and Elections:** Chair Lola Christian reported that she is sending out an email the end of this week to committee members to look at our bylaws.

**Cluster Representative Committee:** Per Chair Tyffany Wishart. Representatives should pick up a list of employees assigned to your cluster before you leave.

**Food Service Advisory Committee:** Chair Berth Jackson. No report as have not met yet.

**Historian:** Chairs Melody Cevelin and Lisa Davis. On-going.

**Salary and Benefits:** Chair Angie Siekers. Committee met with the consortium regarding health insurance.

**Sustainability Committee:** Chair Krista Froiseth. No report.

**Technology:** Chair Nina Trombi. Top projects for the next 6 months include

1. Contact Center: develop a workaround for call flow issues and change vendors. Update department phone directory (incoming calls are record levels July 14 & 25 9,132 calls received)
2. Mobile Applications: mobile apps for student status and financial aid expected to be ready for Spring 2015
3. Wireless Upgrades: upgrade to handle increased usage. Completion expected in January 2015
4. Emergency Notification Paging System: Paging (loudspeaker) system is the college's primary means of notifying students, faculty and staff at Northwest campus of an emergency. System is over 5 years old. Proposal for upgrading the system to be developed by January 2015
5. Virtual Desktop Infrastructure (VDI): VDI are small devices designed to replace desktop computers and reduce hardware, maintenance and support costs. A plan for implementing VID and replacing 2,000 desktop computers with thin-client devices will be developed by December 2014
6. Cloud Storage Backup: Data are currently being backed up on tape and stored off site. Cloud backup will make managing data backup and recovery easier, faster and more affordable. Looking at plan implementation by November 2014
7. User Provisioning/Deprovisioning: Development of an automated and self-service account provisioning system to be developed for students, employees and guests. This will be processes for creating, managing and deleting user access to IT resources. individuals Target date to automate for employees is before January 2015
8. Optiview Replacement/Upgrade: Today there are over a dozen offices and 300 individuals using Optiview and many are using it for purposes other than archiving documents. This has created issues with licensing, administration and security.

**Transportation and Security:** Chair Lisa Davis. Safety meeting report is on the website. There is new signage to send students to student parking. There have been about 3 accidents per day where vehicles backed into each other. We have passed monthly safety inspections.

## **VII. Old Business:**

### **2015 Benefits Packet and Information – Beverly Polk:**

Beverly reminded everyone that the Annual Benefits Fair will occur on September 26<sup>th</sup> from 9:00 AM to 2:00 PM in Room R01. This year Walgreens will be administering free flu shots to employees who are enrolled in the college's health insurance plan. Your health insurance card will be required to receive the shot and you will receive a free Subway lunch voucher. Benefits packets will be emailed to employees in pdf format (hard copies available). Online open enrollment begins October 27, 2014 and ends November 11, 2014.

As a result of concerns expressed by many employees, our current dental plan was reviewed. The current plan does not allow for a lot of reimbursement. An enhanced premier product is being added. The enhanced plan will run about \$58 more per year or \$2.30 per pay period but allows for a greater reimbursement.

Beverly reminded us that if an employee is out 3 or more days, they should contact the Benefits Office to determine what options are available.

### **Student Government Resolution College Rule 2.8 – Lela Frye and Jeremy Pierce:**

Lela addressed the Council's concern does the Board have the authority to change the rule if the change is different from federal regulations? She advised us that the resolution is not different from federal regulations but more clearly defines a subcategory already addressed in the federal regulations. The resolution will go to the Board as an information item in October and for approval in November. She would appreciate our feedback by the October Career Service Council meeting. Nina will get out the information to council members. Patti Locascio will be a direct hotline for concerns.

## **VIII. New Business:**

### **Strike Out Hunger – Karen Cole-Smith and Rodney Long:**

Ms. Cole-Smith and Mr. Long informed the council about this important program. They have a goal this year of collecting 100,000 pounds of food for those in need in Alachua County. A presentation was made explaining the history of this program. We have been asked to partner and collect food at Santa Fe College. Food will be delivered to the Alachua County Fairgrounds on November 3<sup>rd</sup> and distributed through

November 7<sup>th</sup>. All volunteers are welcome. You can contact Mr. Long through the Strike Out Hunger Foundation at 352-374-2245 or at [foundationatRodneyLong.com](http://foundationatRodneyLong.com) for further information.

A motion was made by Lola Christian to support Strike Out for Hunger. Seconded by CJ Fort. Approved unanimously.

**Career Service Ombudsperson- Nina Trombi:**

With the retirement of Bennye Alligood in October and the AVP Human Resources position being reallocated, Patti Locascio would be the next individual most likely to handle this function. Nina presented another option. Based on the Santa Fe Grievance Procedure (College Rule 3.24) the Career Service Council Chair has been identified as the Ombudsperson for Career Service employees. She asked the council what direction they would like to take.

A motion was made by Sean Flanick to have the Career Service Council Chair act as Ombudsman for Career Service employees, Seconded by Seth Florio. Approved by majority.

After the motion carried, Cheryl Farrell expressed a concern that the individual handling this function should be trained in conflict resolution. Nina indicated that the entire Executive Council should receive conflict resolution training.

**Shared Governance Concerns:** In order to operate in a more professional manner the Council is recommending that monthly Career Service meetings be recorded beginning in October.

A motion was made by Lola Christian to record meetings. Seconded by Sean Flanick. Approved unanimously.

**Tom Holland:** Mr. Holland addressed the Council regarding concerns he had about recent union activity. They included:

- The union statement employees received addresses benefits employees already have
- The union representing itself as the contractual vendor for employees
- Career Service Council representatives attending union meetings as this is a potential conflict of interest

A discussion ensued. Sean Flanick indicated that a contract had not been signed. Pat Brady expressed concern that we were discussing union activity on work time. Nina Trombi advised attendees that the Executive Council sought guidance from Lela Frye and Patti Locascio as to whether or not it would be appropriate for this topic to be addressed at the Council meeting.

Lola Christian stated that Career Service employees have an established body for improving the work environment. Patti Locascio stated we should limit our comments to what is within the jurisdiction of Career Service. She stated that the law provides that we cannot advocate for union membership on work time and by extension, we cannot advocate against union membership on work time. The Career Service Council meetings are considered work time so it is not an appropriate forum to discuss the union.

**IX. Announcements:**

**Friends of the College Senate:** Nina reminded members that ‘Friends of Career Service’ has received monetary support from members of the Senate and that members of the Council may want to consider supporting the Senate in this manner. Forms are available online.

**Gainesville Harvest – Pantry and Food Bank:** Open to all Santa Fe College staff and students. Located in H104 on Monday from 9:00 AM to 11:00 AM and 2:00 PM to 4:00 PM. They receive bread and sweets from Publix and Uppercrust Bakery.

**Professional Development Needs:** Career Service representatives are to get with their clusters and see what type of training they would like to see offered. This information should be forwarded to Nina no later October 8, 2014.

**Aspen Institute Visit:** October 21 and 22, 2014

**Open Enrollment Benefits Fair:** September 26, 2014

**Next Meeting:** Wednesday, October 22, 2014 at 10:00 AM in S-326/327.

**X. Adjournment:**

The meeting adjourned at 11:35 AM.