

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 Cevelin and Lisa Davis*

Salary and Benefits: *Angie Siekers*

Meeting Date: November 19, 2014

Minutes taken and prepared by: *Maura Daquila*

Please note that copies of the minutes and corresponding agendas can be found on the Career Service Council website, <http://www.sfcollege.edu/csc/>, under "Current Agenda Items."

Representatives and Officers Present:

| | | |
|------------------|----------------------------|-----------------|
| Delia Carr | Beverly Hurst | Nina Trombi |
| Lola Christian | Bertha Jackson | Tyffany Wishart |
| Maura Daquila | Darrell Linzy | |
| Lisa Davis | Rebecca Mahony for Seikers | |
| David Diefendorf | Chris Parks | |
| Paula Gainey | Carol Pugh | |

Representatives and Officers Absent:

| | | |
|-----------------|---------------------|----------------|
| Dan Bennett | Pricilla Fort | Fred Long |
| Pat Brady | Rosemary French | Krystal Nelson |
| Shelley Carroll | Oralia Gamino | Angie Seikers |
| Emory Clayton | Wanda Howard-Holmes | Deb Singletary |
| Hannah Fischer | Karen Lake | Carol Wilson |

Guests, Members and Others:

| | | |
|------------------|----------------|------------------|
| Dawn Arnett | Vinson Grimm | Jim Murphy |
| Dawn Deutsch | Betty Haddock | Brandon Ray |
| Tiffany Escobar | George Hastie | Lexley Shelton |
| Sean Flanick | Cathy Keen | Jorge Tormes |
| Seth Florio | Juliun Kinsey | Dianne Wilkinson |
| CJ Fort | Susan Kulmacz | |
| Josephine Gaskin | Robert Leitner | |

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 October 22, 2014 meeting were amended as follows:

1. Minutes to be amended as follows:
 - Section IV College Rule 2.8: change Price to Pierce and Student President to Student Senate President.
 - Section VI, Bylaws and Elections Committee: remove the word chair and change looking at to anticipating and change ____ to changing the duration of the appointment
 - Section VI, Salary and Benefits Committee: remove the word chair

- Section III, Ombudsman: replace Because of with Due to
- Section VI, Food Service Advisory Committee: replace Berth with Bertha
- Section VI, Food Service Advisory Committee: replace recognition with reception and in the last sentence replace in with is.

A motion was made by Seth Florio to approve the minutes as amended. Seconded by David Diefendorf. Approved unanimously.

III. Communication from our College President:

1. **Washington Trip:** Dr. Sasser returned this past Monday from a trip to Washington, DC where Ms. Nancy Perry, one of the college's donors, was recognized nationally at the annual conference of the Council for Resource Development. He stated it was good to be back home.
2. **Change in Chairperson Title:** Dr. Sasser has recommended that Career Service Council consider changing the Chairperson's title to President to more closely align with the other governing entities on campus.
3. **Student Government:** Dr. Sasser touched on the issue currently taking place in student government between the student senate president and the student body president. He assured us that the issue is being handled within the student governing body and that everything will be worked out in a civil, respectful way.

IV. Communication from Council Chair:

1. **Time and Attendance:** The timesheet can be found on the Office for Finance website. Select Payroll on the right hand side. From the drop down menu select Time & Attendance. Under Forms, select Full-Time Non-Exempt Timesheet and Leave Form Workbook. Timesheet/Leave Form questions can be sent to payroll@sfcollge.edu or call the payroll office.
2. **Harn Museum Camp:** Applications for kids to attend are due today. They should be turned in to Dana Linens in D Building.
3. **Strike Out Hunger:** Santa Fe College NW Campus donated 950 lbs of food. That along with food donated by the Downtown Center came to 1,000 lbs. If you have any food that did not make it to Strike Out Hunger, we are recommending you donate it to the Gainesville Harvest Food Pantry on campus in HA-104.
4. **Alumni Association:** Marin Smilov of the college Senate is in the process of establishing a Santa Fe College alumni association. He is currently working on the bylaws and hopes to announce the formation at graduation.
5. **SFC Contact Center:** Julion from the Contact Center explained who the Contact Center is and how incoming calls are handled. The Contact Center is located in V-117 (Gym Building) and operates Monday through Friday from 8:00 AM to 4:30 PM. Whenever someone calls the main numbers to the college, Admissions, the Registrar's Office or Financial Aid they get the Contact Center. When a call is received, the caller is given several options from using the automated system to requesting a call back. If the Contact Center is unable to assist the caller, the call is forwarded to the appropriate , getting a dThe Center handles a variety of first tier level issues such as operational hours for the college, what documents are needed for admissions, etc. If

unable to handle then the call is forwarded to the second tier level – someone who is able to help them.. If a call cannot be immediately answered, the caller has the option to request a return call so that (s)he does not have to remain on the line until an operator is available.

V. Treasurer's Report:

The overall balance as of the November meeting in the career service fund is \$14,043.09 designated as follows:

- \$974.73 in the family fund
- \$10,284.34 in the scholarship fund
- \$2,784.02 in the general fund (used to fund picnic and miscellaneous expenses)

The Sharewear account has \$757.31. This account is emptied twice a year in July and December. We are reminded that Sharewear is open every Wednesday from 11:30 AM to 1:30 PM.

A motion was made by Beverly Hurst to approve the treasurer's report as presented. Seconded by David Diefendorf. C.

VI. Committee/Representative Reports:

1. **Bookstore Advisory Committee:** Carol Pugh reported the committee met last week. Textbook rentals are booming on campus with over 5,000 online orders for Fall alone. Week one of the breast cancer campaign brought in over \$500.00. Faculty reception takes place November 20. The Bookstore awards \$5,000.00 in scholarships each year - \$2,000.00 each for Fall and Spring and \$1,000.00 in Summer. The deadline for Spring is December 1, 2014.
2. **Bylaws and Elections:** Lola Christian reported that an email was sent out to committee members requesting they review the current bylaws in anticipation of meeting. She explained this will be an ongoing process and that we are anticipating reviewing the bylaws on an annual basis and at changing the duration of the appointment for our leadership team.
3. **Cluster Representative Committee:** Tyffany Wishart reported this is ongoing.
4. **Food Service Advisory Committee:** Bertha Jackson reported that the committee has not met yet.
5. **Historian:** Lisa Davis reported this is ongoing.
6. **Salary and Benefits:** Angie Siekers. No report.
7. **Sustainability Committee:** Nina reported that today is Sustainability Day on campus. Several events have been planned throughout the day in the Oak Grove, at the planetarium and in S29. There will be a tour of Porter's Community Farm on 11/07 from 3:00 PM to 4:00 PM – contact Wilma Fuentes if you would like to take the tour. The Swallowtail CSA is back. If you would like to rejoin, go to their website and type "REJOIN" in all caps in the coupon field and you will get a 10% discount.
8. **Technology:** Nina Trombi reported there is no information. Lola Christian will assume the representative position for this committee.
9. **Transportation and Security:** Lisa Davis reported that the college safety manual is under review. If you are interested in AED training, contact Mike Flanagan. We will be getting 2 new AED's for the police vehicles. There have been 175 accidents/incidents to date.

VII. Old Business:

1. **College Rule 2.8:** Approved and will be going before the Board at their November meeting.

2. **Strike Out Hunger:** The deadline for turning in the pink boxes is 2:00 PM on October 31, 2014 and they should be delivered to the Administration Building. If you are unable to deliver them, please let Nina know and she will pick up. Jeff Mohr has issued a Subway Challenge. He will provide a party sub to the group that donates the most food in weight.

VIII. New Business:

1. **Streaming the Career Service Council Meetings** – Nina Trombi: We are currently streaming this meeting for our own testing purposes. We are considering streaming the meetings for those who cannot attend but will not do so without Council approval. Once we work out the bugs, we will bring this topic before the Council.
2. **Smoking on Campus** – Nina Trombi: Dr. Sasser would like us to discuss becoming a tobacco free campus. Currently, we have a tobacco use policy (College Rule 6.4) and it designates where on campus employees, faculty, and students can smoke. If we become tobacco free, you would not be allowed to smoke anywhere on campus, including in parking lots or individually owned vehicles.

The floor was opened to discussion and it was brought to our attention that there are areas on campus that have problems with chewing and spitting. We should be addressing tobacco use not just smoking. If such a policy is implemented it is essential that the college have the ability and authority to enforce it for everyone. There was a concern that people would go right off campus to smoke and anyone passing the campus may see a group of people smoking. There is still an issue with students and faculty standing at the emergency door at WA smoking and dropping butts. It was recommended that we take the issue back to the Career Service Council members for their input. We need to know the boundaries of such a policy before we can make an informed decision.

3. **Holiday Social-** Nina Trombi: Proposing December 3, 2014 from 11:00 AM to 1:00 PM for the holiday social. It will most likely be in Room S326.

A motion was made by Lola Christian to have the holiday social as stated. Seconded by Lisa Davis. Approved unanimously.

Anyone wishing to volunteer to help with the social can contact Nina or anyone on the Executive Council.

Other Items: Chris Parks asked if we are working on the spring scholarships. Pat Brady asked about parking permits for Tempforce employees. Lola advised that department head does a memo to the Police Department explaining why a permit is needed.

IX. Announcements:

1. **Boo at the Zoo:** Nina reminded members that individually wrapped candy donations can be dropped off at X201.
2. **Sustainability Day:** Takes place today until 4:00 PM in the Oak Grove and in S29.
3. **Contact Center Challenge:** The Contact Center is the first contact for the thousands phone calls the college receives. They are having a challenge on November 2-6, 2014 between 10:00 AM and 2:00 PM. Drop in, to see how the department operates, shadow a few calls and receive a door prize.

4. **Did You Know?:** This is a new addition to the Announcements portion of the meeting to help keep you informed. This month's DYK addresses the use of SPD funds for professional development, traveling and conferencing for Career Service employees.
5. **Next Meeting:** Wednesday, November 19, 2014 at 10:00 AM in S-326/327.

X. Adjournment:

The meeting adjourned at 11:07 AM.