

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: February 18, 2015

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." Our email address is csc@sfcollege.edu.

Representatives and Officers Present:

Delia Carr	Paula Gainey	Chris Parks
Maura Daquila	Oralia Gamino	Carol Pugh
Lisa Davis	Bertha Jackson	Nina Trombi
David Diefendorf	Krystal Nelson	Tyffany Wishart

Representatives and Officers Absent:

Melissa Ateyo	Pricilla Fort	Fred Long
Shelley Carroll	Rosemary French	Angie Siekers
Lola Christian	Beverly Hurst	Deb Singletary
Emory Clayton	Karen Lake	Carol Wilson
Hannah Fischer		

Guests, Members and Others:

Shawntal Abram	George Hastie	Jim Murphy
Larry Cauthen	Jason Head	Nancee Oftelie
Chuck Clemons	Shawn Jacobs	Kelly Reid*
Tiffany Escobar	Cathy Keen	Dawn Rush-Deutsch
Sean Flanick	Rebecca Mahony	Kat Russ
Seth Florio	Anne Millard	Anna Suggs*
Vinson Grimm	Heather Morgan	Jorge Tormes
Michelle Hagan	Cathy Mott	

*Guests from the University of Florida to observe how our meetings are conducted. They are considering organizing a similar body on their campus.

I. Call to Order:

Chairperson Nina Trombi called the meeting to order at 10:05 AM in Building S, Room 326.

II. Approval of Minutes:

Minutes from the January 21, 2015 meeting were amended as follows:

- Representatives and Officers Absent: Change Tyfanny to Tyffany
- Section III, Communication from Our President: Change \$900,000 to \$900,000

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

III. Communication from our College President:

1. **Dr. Ken Fuchs:** Dr. Fuchs, UF President, was on campus this morning to attend the Coordinating Council meeting. He and Dr. Sasser spoke about Career Service employees and our understanding that what we do contributes to student success as much as the contributions of faculty.
2. **Women of Distinction:** The award presentation will be in the Fine Arts Building on March 10, 2015 starting at 5:30 PM. This award was established 29 years ago and this year's recipient is Dr. Bessie Jackson who is a Santa Fe College trustee.
3. **Spring Arts Festival Poster:** This year's poster will be on display outside Dr. Sasser's office on March 24, 2015 and everyone is invited to stop by.
4. **Clock Tower:** The clock tower will be finished soon. This is the first time the college has a structure that represents us and what we do. Dr. Sasser has asked for help with naming the tower. If anyone has any ideas, please get them to him today or tomorrow.
5. **Reclassification:** Dr. Sasser should be getting consultant recommendations within the next day or two.

IV. Communication from Council Chair:

1. **Office for Development:** Chuck Clemons, Vice President Development, spoke to the council about the college's upcoming 50th anniversary. For the past 8 months the Office of Development has been working on the foundation for our celebration. The celebration will kick off at the August 2015 convocation and continue through December 31, 2016. This past January Dr. Sasser appointed a 50th Anniversary committee to develop activities, logos, contests, give aways, etc. You don't have to be on the committee to make a contribution – your ideas and suggestions are welcome. They can be emailed to Chuck or given to Nina to be forwarded.

The Office of Development does a little of everything. Most recently, Communications and Creative Services was added. Last year they handled 832 requests from flyers to website setups. The Office has won 32 awards in the Southeastern Regional National Council for Marketing and Public Relations. Four of them were 1st Place and received merit on a national basis.

The Grants Department brings in \$3 to \$4 million annually from federal and state grants (in a good year this can be \$10 to \$12 million) for implementation of programs through our college for the community.

We are the only accredited zoo in the nation that has an affiliation with a college. The creation and expansion of programs like the zoo on campus are possible because of the contributions from our private donors.

We were reminded that the newly created alumni association is open to anyone who cares about Santa Fe College. There are no dues or requirements.

2. **Email Address:** The Career Service Council now has a general email address – csc@sfcollge.edu. This address can be used for general questions related to Career Services but should not be used for confidential requests. Right now only Nina has access but eventually all executive officers will have access.
3. **AFC Conference:** Nina recently attended this conference to learn more about how colleges are funded. How state money is allocated to colleges is in the legislature's hands. If you are interested in joining AFC, contact Carol Pugh (5365) or go to <http://www.sfcollge.edu/afc/index.php?section=membership>.
4. **Adjunct Faculty Excellence Award:** The Senate has an Adjunct Faculty Excellence Award. If you are interested in submitting an adjunct professor for this award, the nomination materials can be found at <http://www.sfcollge.edu/senate/>. Submission deadline is March 31, 2015.
5. **Strategic Initiative Session:** Nina attended the recent strategic initiative planning session and encourages career service employees to participate in sessions like this to give a better voice to the council.

V. Treasurer's Report:

The overall balance as of the February meeting in the career service fund is \$11,928.11 designated as follows:

- 1,150.77 in the family fund
- \$7,538.38 in the scholarship fund
- \$3,238.97 in the general fund.

Sharewear account currently has \$310.23. The account was transferred into the Friends of Career Service Fund in January 2015.

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

VI. Committee/Representative Reports:

1. **Bookstore Advisory Committee:** No report.
2. **Bylaws and Elections:** Online course has been created that contains all our articles about by-laws.
3. **Cluster Representative Committee:** No report.
4. **Food Service Advisory Committee:** No report.
5. **Historian:** No report.
6. **Salary and Benefits:** Nina Trombi reported.
 - Angie will be presenting Career Service Council benefits recommendations to Patti Locascio and Lela Frye.
7. **Sustainability Committee:** No report.

8. **Technology:** No report.
9. **Transportation and Security:** Lisa Davis reported.
 - The AED inspection found one AED with dead batteries.

VII. Old Business:

1. **Reclassification:** Patti Locascio and Lela Frye are working on language for the reclassification study request to be put online for consultants. . Once Nina has this information, she will pass it along.

VIII. New Business:

1. **Spring Picnic:** The Executive Council discussed the upcoming spring picnic. They are recommending that the picnic take place May 7, 2015 from 11:00 AM to 1:00 PM (week before summer term) and that we revert back to calling it a picnic rather than a tribute. The floor was then opened up to discussion.

A motion was made by Lisa Davis to approve the date and time for the spring picnic. Seconded by Seth Florio. Approved unanimously.

2. **Scholarship Awards:** Due date for summer scholarships is May 15, 2015. They can be emailed to csc@scollege.edu or mailed directly to Tyffany Wishart (Administration Building, Room F-026). Changes have been made to the disbursement of funds. In the past, parent, A and B term disbursements were made at the same time. However, class(es) may be dropped before the B term starts or an individual may not be employed with the college when the B term starts. Therefore, to protect the funds that are donated for this purpose, beginning with the summer 2015 term, B term awards will be disbursed at a later time than parent and A term awards

IX. Announcements:

1. **Wellness:** Kicks-off on March 10, 2015 at 10:30 AM in R-01
2. **Did You Know:** Career Service Council became self-governing in 1988. Prior to then, meetings were run by college administration.
3. **Next Board of Trustees Meeting:** 4:00 PM on Tuesday, April 21, 2015 at the Andrews Center. There is no meeting in March.
4. **Next CSC Meeting:** 10:00 AM on Wednesday, March 18, 2015 in S326/327.

X. Adjournment:

The meeting adjourned at 10:45 AM.