

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: March 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](mailto:csc@sfcollege.edu).

**Representatives and Officers Present:**

Delia Carr	David Diefendorf	Carol Pugh
Maura Daquila	Beverly Hurst	Angie Siekers
Lola Christian	Krystal Nelson	Nina Trombi
Lisa Davis	Chris Parks	Tyffany Wishart

**Representatives and Officers Absent:**

Melissa Ateyo	Rosemary French	Fred Long
Shelley Carroll	Paula Gainey	Deb Singletary
Emory Clayton	Oralia Gamino	Carol Wilson
Hannah Fischer	Bertha Jackson	
Pricilla Fort	Karen Lake	

**Guests, Members and Others:**

Seth Florio	Susan Kulmacz	Jim Murphy
Josephine Gaskin	Robert Leitner	Jorge Tormes
Vinson Grimm	Patti Locascio	
Jason Head	Rebecca Mahony	

**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:**

A motion was made by Seth Florio to approve the February 18, 2015 minutes as presented. Seconded by Robert Leitner. Approved unanimously.

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

Dr. Sasser was unable to attend. Patti Locascio, General Counsel, spoke on his behalf.

- Aspen Top Ten:** Ms. Locascio extended Dr. Sasser's congratulations for being in the top ten and his apologies for being unable to attend today's meeting as he is at the Aspen Award presentation in Washington, DC. The presentation will be streamed live today at 12:20 PM at [www.AspenInstitute.org/live](http://www.AspenInstitute.org/live).
- Biden Event:** Dr. Sasser thanked everyone for attending and apologized for the delay; however, Dr. Biden's people were in control of her arrival and departure. Additionally, the

agenda was set by Dr. Biden's staff.

3. **Graduation Commencement:** Commencement will be April 30 and May 1 and Dr. Sasser's comment to Patti was, "the evening service will be like no other."
4. **Budget:** The budget is being built and our suggestions are welcomed, valued and listened to so please bring them forward.
5. **Performance Funding:** The state is looking at different methods, such as performance measures, for funding colleges. Santa Fe College will be fine because of our good retention and completion rates.
6. **West Side Story:** Tickets are complimentary for employees and students. If you want to use your employee benefit to get a free ticket, you will need to request tickets at the box office.
7. **Spring Arts Festival Poster:** The poster will be unveiled on March 24 at 2:00 PM in the lobby of the Administration Building.
8. **Classification Study:** We are in receipt of 5 replies to our request for responses for our Career Service reclassification. It will entail creating job descriptions that will be reviewed by the consultant and determining if individuals are classified correctly. It is not a compensation study; however, there is a chance of salary change if someone is misclassified and moved to a higher level. There is also a chance that duties may be removed if outside your classification.

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

1. **Wellness Event – Beverly Polk:** Dr. Sasser kicked-off a 6 week wellness program last week. This year we will be videotaping the event speakers so that those who cannot participate the day of the event will have the opportunity to do so later. During the week of the event, simply call Beverly Polk and she will tell you how to access the videotape and you will get credit for participation. You can participate in one of the Wednesday walks in lieu of the events.

Health Risk Assessments will take place the first week in April. Links have been sent out to make an appointment. We are strongly urged to participate. Preventative measures are known to lower utilization which in turn helps lower medical costs and insurance premiums.

2. **AFC – Carol Pugh:** Tomorrow's Chili Cook-off is AFC's first event of the year and will take place in the Oak Grove. Each and every one of us should be a member as we all benefit from the pay increases and retirement benefits AFC fought for in Tallahassee.

April 8 and 9 is Legislative Days in Tallahassee. Nina Trombi and Carol Pugh will be representing Career Service employees.

AFC applications can be obtained from Nina or Carol or at the following link:  
<http://www.sfcollege.edu/afc/index.php?section=membership>

3. **Calendar Dates:** The College Calendar Committee is considering shortening spring so they can lengthen summer. This may have an impact on areas such as Records, Financial Aid

and Cashier's Office. Please discuss with your constituents.

**V. Treasurer's Report:**

The Career Service Fund balance as of today's meeting is \$12,131.61, designated as follows:

- \$7,641.70 in the scholarship fund
- \$1,159.59 in the family fund
- \$3,330.32 in the general fund.
  
- Sharewear account currently has \$416.13.
  
- A motion was made by Angie Siekers to approve the treasurer's report as presented. Seconded by Lisa Davis. Approved unanimously.

**VI. Committee/Representative Reports:**

1. **Bookstore Advisory Committee:** No report – will meet 1<sup>st</sup> week in April.
  
2. **Bylaws and Elections:** Lola Christian reported.
  - The kick-off for elections will be May 6, 2015 and voting will be open for 7 full days. If you are interested in running, please forward a brief bio and photo to the CSC email address. The photo is being included so that people who may not know you by name may recognize your photo. Bios and photos need to be in by mid-April.
  
  - A doodle survey has been sent out to all Bylaws and Constitution committee members to set up the next meeting date.
  
3. **Cluster Representative Committee:** No report.
  
4. **Food Service Advisory Committee:** No report.
  
5. **Historian:** No report.
  
6. **Salary and Benefits:** Angie Siekers reported.
  - A committee meeting will be set up for later this week or next week to go over the RPC recommendations.
  
7. **Sustainability Committee:** No report.
  
8. **Technology:** No report.
  
9. **Transportation and Security:** Lisa Davis reported.
  - The Safety Manual update is ongoing.
  - The building checklist is in its final stages for approval and will be used by committee members to ensure buildings are clean and in working order.

**VII. Old Business:**

1. **Reclassification Update:** Bids have been received and Patti, Lela and Nina will be reviewing.
  
2. **Professional Development Committee:** We are seeking volunteers to sit on this committee. If interested, email Lola Christian with "Professional Development" in the subject line. This committee will be charged with getting professional development going for Career Service employees and finding opportunities for individuals who feel they have

none. We will be appealing to Human Resources Department for seed money.

3. **Career Service Picnic:** The date has been changed to May 6, 2015 so that we can use R01. The picnic will be from 11:00 AM to 1:00 PM. If interested in volunteering, send Lola Christian an email with "Career Service Picnic" in the subject line.

The STAR Award will be presented at the picnic. The deadline for submitting nominations is April 24, 2015.

**VIII. New Business:**

1. **Change in Executive Officer Terms:** After discussion the motion to change the officers' term to 2 years was tabled until there is further discussion and it is included in the Constitution and Bylaws.
2. **Donation to March of Dimes:** We have been asked to donate \$250.00 for the Fresh Market station for the March of Dimes Walkathon. AFC and Senate are each donating \$250.00.

A motion was made by Carol Pugh to donate \$250.00 to the March of Dimes/Santa Fe station. Seconded by Jason Head. Approved unanimously.

**IX. Announcements:**

1. **Chili Cook-off:** Tomorrow at 11:00 AM in the Oak Grove. \$5.00 cash or check.
2. **Wellness Health Screenings:** April 1 – 3, 2015 in R01. Get a free massage and Subway sandwich.
3. **Summer Scholarships:** Applications due May 15, 2015 to csc@sfcollge.edu or to Tyffany Wishart.
4. **Did You Know:** Purchasing has a series of Tutorials and Guides on topics such as How to Create Requisitions, Creating PO's, and Tempforce procedures.
5. **Next Board of Trustees Meeting:** 4:00 PM on Tuesday, April 21, 2015 at the Andrews Center. There is no meeting in March.
6. **Next CSC Meeting:** 10:00 AM on Wednesday, April 22, 2015 in S326/327.

**X. Adjournment:**

The meeting adjourned at 10:51 AM.