

Executive Officers

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

Standing Committee Representatives

Bylaws and Elections: *Oralia Gamino*  
 Historians: *Melody Cevalin and Lisa Davis*  
 Salary and Benefits: *Angie Siekers*

Meeting Date: September 16, 2015  
 Minutes 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	Oralia Gamino	Carol Pugh
Maura Daquila	Beverly Hurst	Nina Trombi
Lisa Davis	Bertha Jackson	Tyffany Wishart
Hannah Fischer	Krystal Nelson	

**Representatives and Officers Absent:**

Melissa Ateyo	Rosemary French	Chris Parks
Shelley Carroll	Paula Gainey	Angie Siekers
Emory Clayton	Karen Lake	Deb Singletary
David Diefendorf	Fred Long	Carol Wilson

**Members, Guests, and Others:**

Sally Bing	Missy Hamlow	Anne Millard
Vickie Blount	Renee Henry	Heather Morgan
Jessica Brown	Noah Hundley	Catherine Mott
David Carr	Candice Johnson	Jim Murphy
Larry Cauthen	Kelly Kilgore, DCSI	Krystal Nash
Michelle Clark	Karen Knott	Nancee Oftelie
Tiffany Escobar	Susan Kulmacz	Linda Payne
Chris Flavin	Cathy Lee	Joseph Pearson
Benjamin Fox	Darrell Linzy	Megan Richardson, DCSI
Lela Frye	Patti Locascio	Lindy Russell
Cindy Grandmaison	Rodney Long, Long Foundation	Michelle Theus
Vinson Grimm	Rebecca Mahony	Ryan Woods
Michelle Hagan		

**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 Lisa Davis to approve the June 17, 2015 minutes as presented. Seconded by Oralia Gamino. Approved unanimously.

### III. Communication from College President:

1. **Classification Study:** We are ready to commence the classification study. Dr. Sasser met with the consultants this morning. The study was kicked off this morning with the supervisors so that they understand how the process will work.
2. **Homeless Student:** The young man who was protesting to bring recognition to the homeless has ended his hunger strike. Dr. Sasser thanked him for bringing this issue to light.

Dr. Sasser told us that our food pantry, Gainesville Harvest, has served over 63,000 students and employees in the 4 years they have been on campus.

3. **Association of Florida Colleges (AFC):** On a personal level, Dr. Sasser encourages those of us who are not members to consider becoming members of AFC. Never have we needed people more than we do now.
4. **Questions or Comments:** Dr. Sasser gave the council the opportunity to ask any questions they may have.

### IV. Communication from Council Chair:

1. **Safety Committee presented by Krystal Nash, Safety Coordinator:** The Safety Committee has a long history at the college. The first meeting convened in 1999. Career Service has a seat on the committee and we are seeking a Career Service employee to replace Lisa Davis. The committee meets once a month, usually on the 2<sup>nd</sup> Thursday of the month, from 1:00 to 2:00 PM in the library. If interested, you can check us out on our website. The committee is tasked with
  - monthly review of accidents on campus, looking at trends, and ways to prevent future occurrences
  - reviewing inspection reports
  - handling all parking request changes
  - Conducting periodic building inspections
2. **.Strike Out Hunger presented by Rodney Long, the Long Foundation:** Has requested Career Service's support again this year for the Strike Out Hunger food drive from November 15 through November 19 at the Alachua County Fairgrounds. The drive targets our community's most vulnerable, senior citizens and children from challenged homes. Last year the drive collected 84,000 pounds of food and gave out 875 complete Thanksgiving food baskets. Strike Out Hunger is asking Santa Fe College faculty and staff collect non-perishable food items again this year and consider volunteering during the drive week to help sort and/or package food.
3. **Classification Study presented by Megan Richardson, Dynamic Corporate Solutions, Inc. (DCSI) consultant:** Prior to our meeting, DCSI met with members of the Coordinating Council (led by Dr. Sasser and comprised of the college's department and division heads, center leaders, and shared governance leaders) to ensure that the college leadership understands the expectations of the study.

#### Project Overview

DCSI's goal is to work with Santa Fe College employees, leadership team and human

resources to provide us with the support needed to update job descriptions and streamline current positions and responsibilities. The process will involve several phases, the first being communication, making sure everyone understands what is going to happen and what we want to accomplish.

The next phase will be research. Employees will be asked to complete Position Description Questionnaires (PDQ) that has been developed specifically for Santa Fe College. Career Service employees will have until September 25, 2015 to complete and submit to their supervisor. Supervisors will review, make comments, but not make changes, and submit the PDQ's to DCSI no later than October 2, 2015. This will allow DCSI to provide accurate job descriptions. If there are anomalies then DCSI will conduct one on one interviews. DCSI will include a frequently asked questions sheet with the PDQ.

The project should be completed by year end.

4. **Non-recurring Addition to Pay:** The \$1,000 non-recurring addition to pay will be on the November 15, 2015 paycheck. You must be employed with the college as of November 1, 2015 to receive it. The amount will be prorated for those individuals who became employed with the college between September 1 and October 31.
5. **Benefits Fair:** The fair will take place on September 25, 2015 in R01. There will be free flu shots given by Walgreen's.
6. **Alumni Association:** The association website, [sfcollege.edu/alumni](http://sfcollege.edu/alumni), is up and running. You can go there to register to be an alumni or friend. If you would like to volunteer to help with the association, please feel free to contact Nina Trombi.
7. **Career Service Scholarships:** If you are applying for a scholarship and drop or change your courses, it is important that you notify Tyfanny Wishart via email.

Fall parent and A term scholarships have been disbursed. Fall B term scholarships will disburse after the term begins.

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

The Career Service Fund balance as of 09/14/2015 is \$6,978.68, designated as follows:

- \$3,988.80 in the scholarship fund
- \$1,406.94 in the family fund
- \$1,582.94 in the general fund.
  
- Sharewear account currently has \$773.02. A transfer of \$1,346.41 was made to the Friends of Career Service account on 07/01/2015.
  
- A motion was made by Oralia Gamino to approve the treasurer's report as presented. Seconded by Lisa Davis. Approved unanimously.

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

1. **Bookstore Advisory Committee:** First meeting will be September 25.
2. **Bylaws and Elections:** No report.
3. **Food Service Advisory Committee:** No report.

4. **Historian:** No report.
5. **Salary and Benefits:** No report.
6. **Sustainability Committee:** No report.
7. **Technology:** No report.
8. **Transportation and Security:** Working on renewing the safety manual to make it more usable to everyone. We are looking at putting it on the safety website.

**VII. Old Business:**

None

**VIII. New Business:**

**Strike Out Hunger:** As Nina is not be able to spearhead this project, we are looking for someone to take the lead this year. If interested, please email Nina.

**IX. Announcements:**

1. **Boo at the Zoo:** October 31, 2015 starting at 3:00 PM. Individually wrapped candy can be donated in Room X-201.
2. **Did You Know?** You can watch the Fall Convocation ceremonies on SF's uStream site: <http://www.ustream.tv/recorded/71331323>.
3. **AFC Meeting:** Next meeting is September 29 at 5:00 PM in the SF Gym. Join AFC for some tailgating before the Saints' volleyball game.
4. **Lifetime Achievement Award and Alan J. Roberson Medallion:** Nominations are due October 15, 2015.
5. **Next CSC Meeting:** 10:00 AM on Wednesday, October 14, 2015 in S326.

**X. Adjournment:**

The meeting adjourned at 11:12 AM.