

Executive Officers

Chair: *Nina Trombi*
 Vice Chair: *Oralia Gamino*
 Secretary: *Maura Daquila*
 Treasurer: *Tyffany Wishart*

Standing Committee Representatives

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

Meeting Date: October 21, 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.

Representatives and Officers Present:

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

Representatives and Officers Absent:

Melissa Ateyo	Rosemary French	Angie Siekers
Shelley Carroll	Beverly Hurst	Deb Singletary
Emory Clayton	Karen Lake	Carol Wilson
David Diefendorf	Fred Long	
Hannah Fischer	Chris Parks	

Members, Guests, and Others:

Mark Barley	Josephine Gash	Jim Murphy
Ed Book	Michelle Hagan	Krystal Nash
Jessica Brown	Reneé Lee	Jorge Tormes
Michelle Clark	Patti Locascio	Ryan Wood
Dawn Deutsch	Rebecca Mahony	Lara Zwilling
Kate Flipper	Cathy Mott	

I. Call to Order:

Chairperson Nina Trombi called the meeting to order at 10:04 AM in Building S, Room 326.

II. Approval of Minutes

The minutes for September 16, 2015 were amended changing the Vice Chair from Lola Christian to Oralia Gamino.

A motion was made by Lisa Davis to approve the September 16, 2015 minutes as amended. Seconded by Oralia Gamino. Approved unanimously.

III. Communication from College President: Dr. Sasser was unable to attend the meeting as he is in Tallahassee so Patti Locascio presented on his behalf.

1. **Classification Study:** The response rate for the PDQ's was excellent. Supervisors have done a good job of reviewing them. When reviewed by upper level, several clarifications needed to be made for the consultants. Patti appreciates any feedback we may have as we

can always tweak while in process. Patti commented on how amazing the work Career Service employees do and that the consultants told her she might be surprised to see some of the things we are doing. She thanked us for the work we do.

2. **Safety at Santa Fe College:** The Board of Trustees is concerned about safety on campus. We are encouraged to periodically watch the Run-Hide-Fight presentation as it keeps it simple and helps prepare us to handle such an event should it occur.

Well over 300 individuals have participated in the Frontline Safety/Frontline Service training at least once. Again, it is always good to periodically review.

As a result of Chief Book's and his staff's networking we have a very good working relationship with the FBI and other law enforcement agencies. This gives us resources that are invaluable in dealing with issues that may arise.

The Counseling Center takes an active part in behavioral intervention and threat assessment.

Patti recommends the RAD (rape aggression defense) program for women that Santa Fe College offers at no cost. It is open to the whole community.

3. **Downtown Property Purchase:** Today is the day we close on this purchase. There will be a new vision for the downtown center that will be unveiled in the future.

4. **Upcoming Events:**

- Boo at the Zoo – October 31st.
- Board of Trustees Meeting – November 17th in Starke
- Andrews Center 30th Anniversary Celebration- November 17th from 5:00 to 7:00 PM
- IPS Groundbreaking Ceremony – November 20th at 10:00 AM
- Nurses Pinning Ceremony – December 10th at noon
- Non-AA Degree Graduation – December 11th at 3:00 PM
- AA Degree Graduation – December 11th at 7:00 PM

IV. Communication from Council Chair:

1. **Guns on Campus/Campus Safety presented by the Safety and Risk team -** Chief Book, Krystal Nash, Lara Zwilling, and Ryan Woods. Highlights of the presentation include:
 - Higher education is not any more of a target than other large institutions
 - Wherever you are located at Santa Fe College, you are accountable for the safety and welfare of the people in your area so it is important that you report things that do not appear to be right
 - Be aware of your work space surroundings – where are the exits, AED's, fire alarms and extinguishers; is there anything out of place or that doesn't belong; where can you hide if you can't get out of your area; how do you make it safer for others
 - When dealing with conflict remain calm and self-assured, watch your voice, be respectful, be empathetic, in the end, know you have the choice to ask the individual to leave or you can call the police
 - To calm yourself, cycle breathe – breathe in slowly to the count of 4, hold your breath to the count of 2, breathe out slowly to the count of 4, hold your breath to the count of 2 – repeat until feeling calm
 - When dealing with someone in crisis, never turn your back, be at the same eye level, keep a poker face, relaxed posture, actively listen
 - You will know within first 90 seconds to 2 minutes if de-escalating techniques are working – if not, stop, call your supervisor, police, etc.
 - Review **Run-Hide-Fight** video at

http://www.sfcollege.edu/pd/?section=safety_videos

- If you observe concerning behavior that suggests harm to SF students, staff, or visitors, please complete the online report form at https://publicdocs.maxient.com/reportingform.php?SantaFeCollege&layout_id=4
2. **State College of Florida formerly Manatee Community College:** At a recent board meeting, one of their trustees proposed doing away with tenure, reducing winter break to 1 week and doing away with spring break. While this is not happening at Santa Fe College, it is important that we be aware of what is happening at other state colleges as it can potentially have an impact on us down the road.
 3. **In Appreciation:** Today is Financial Aid Appreciation Day. This is a hard area to work in and we appreciate all you do to help our students.
 4. **2016-2017 College Calendar:** The calendar will include 11 paid days for winter break because of the way the calendar falls.
 5. **College Rule 7.36 Update:** College Rule 7.36, Student Complaint Procedure, is being updated. Because students are able to file a complaint against Career Service employees if they feel we have done something against them we are making you aware of the change. For specifics, please contact Nina Trombi.
 6. **Micromanagers:** Nina gave us a handout titled “Signs That You’re a Micromanager.” It listed strategies for dealing with a micromanaging boss. If you would like a copy, please contact Nina.

V. Treasurer’s Report:

The Career Service Fund balance as of 10/15/2015 is \$7,034.54, designated as follows:

- \$4,153.78 in the scholarship fund
- \$1,420.17 in the family fund
- \$1,460.59 in the general fund.

- Sharewear account currently has \$1,135.40.

- A motion was made by Lisa Davis to approve the treasurer’s report as presented. Seconded by Oralia Gamino. Approved unanimously.

VI. Committee/Representative Reports:

1. **Bookstore Advisory Committee:** Carol Pugh reported that the remodel for the bookstore and Coffee101 are complete. Coffee 101 offers grab and go and the bookstore now has a hot bar. The bookstore stayed open on a Saturday to accommodate students’ financial aid needs. The faculty reception is November 19th. Textbook rentals are huge.
2. **Bylaws and Elections:** No report.
3. **Food Service Advisory Committee:** Bertha Jackson reported that Coffee 101 has a seasonal opening for a barista. Ongoing pipe repair is taking place at the Food Court. MTV has an offer on the table to provide TV video to the college under a Taylor University format. It will contain MTU information. Most of the vendor contracts are ending soon so the college will be soliciting for vendors.
4. **Historian:** No report.

5. **Salary and Benefits:** No report.
6. **Sustainability Committee:** No report.
7. **Technology:** No report.
8. **Transportation and Security:** Krystal Nash reported that the committee continues to rework the manual and determine what is working for them and what is not.

VII. Old Business:

Classification-PDQ Discussion: The following concerns/recommendations were made:

- Make the PDQ an online document rather than a word document so changes cannot be made once the employee signs off
- Difficulty with assigning a percentage to essential duties that may not take very long to perform but are critical
- Could have used more time to complete

VIII. New Business:

e-Cigarettes: The College Senate is proposes changes to the Tobacco Use Policy (C 6.24) to include e-cigarettes/vaporizers with other tobacco-related products not allowed to be used on Santa Fe campuses except in parking lots. Nina will set up a google survey to poll Career Service employees as this policy change could affect some of us.

IX. Announcements:

1. **Holiday Adopt-a-Family:** applications are due to Tyfanny Wishart by November 2, 2015. Applications are available on the Career Service website.
2. **Open Enrollment:** begins October 26, 2015 and goes through November 6, 2015.
3. **Did You Know?** The agenda and minutes for the Board of Trustees meetings are available to view at www.sfcollege.edu/boardoftrustees.
4. **Next CSC Meeting:** 10:00 AM on Wednesday, November 18, 2015 in S326.

X. Adjournment:

The meeting adjourned at 11:19 AM.