

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 Cevelin and Lisa Davis*  
 Salary and Benefits: *Mikayla Klein*

Meeting Date: November 18, 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	Rebecca Mahony	Carol Pugh
Lisa Davis	Krystal Nelson	Nina Trombi
Oralia Gamino	Chris Parks	Tyffany Wishart
Bertha Jackson	Linda Payne	

**Representatives and Officers Absent:**

Melissa Ateyo	Hannah Fischer	Fred Long
Shelley Carroll	Rosemary French	Deb Singletary
Emory Clayton	Paula Gainey	Carol Wilson
Maura Daquila	Beverly Hurst	
David Diefendorf	Karen Lake	

**Members, Guests, and Others:**

Doug Bagby	Tiffany Escobar	Darrell Lindy
Jessica Brown	Noah Hundley	Patti Locascio
Dawn Deutsch	Sue Kulmacz	Lindy Russell

**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 October 21, 2015 were approved unanimously

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

1. **Pay Supplement:** Everyone should have received the pay supplement in their last pay check, if not contact Dr. Sasser’s office or Patti Locascio’s office.
2. **Convocation:** Dr. Sasser wants to make sure no one misses convocation, if possible. Dr. Tyree, past president of the college, will be participating.
3. **Frontline/Safety Training:** If you observe students, staff, or visitors exhibiting behavior that “makes the hair on the back of your neck stand up” or anything odd or unusual or have known someone for some time and they are exhibiting “different” behavior, please report the behavior on line, to the police department or the counseling team for behavioral intervention if needed. The college has a variety of services that may assist the individual.

4. **Multi-million Dollar Grant:** Over the weekend a few Santa Fe College folks worked on a \$17.5 million grant application that will involve nine colleges. Santa Fe College was tapped to apply because of our experience to be the fiscal agent. The grant will bring international students to the 9 colleges.
5. **Classification Study:** All but 3 PDQ's have been turned in. We are on track and the next deadline is spring term when the DCSI will have the job descriptions back to us.

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

1. **United Way Campaign:** Doug Bagby, co-chair for the campaign at Santa Fe College, presented a promotional video. Doug shared the following reasons as to why he is proud and honored to serve as co-chair:
  - Our contributions will impact the local community
  - The agencies being served have been vetted by United Way so funding is going to a trusted entity    Packets will be sent via interoffice mail with a December 11<sup>th</sup> deadline. There are various incentives and fun ways to get involved. Would like to see Santa Fe College get to 100% participation. United Way is working on making the process online for next year.
2. **Operational Audit Findings:** The audit resulted in the following recommendations that the college's administration will respond to:
  - Enhance how fraud is reported on campus and communicate how it can be done better
  - Textbook affordability: there is too much of a difference in the way instructional materials are provided
  - Better practices in recording and recordkeeping for capital outlay and debt services
  - Timely deactivation of network privileges for terminated employees
  - Need to improve how we report instructional contact hours for adult education
3. **President's Contract:** The president's contract was renewed and approved by the Board. Dr. Sasser did not take a raise. Nina did not know about any other benefits as she did not have access to the contract.
4. **Food Drive for Injured Students:** The food drive for the 4 Santa Fe College students that were injured resulted in \$420 in donations. Dinners were \$10.00.
5. **Workplace Issues:** Nina has a meeting scheduled with Patti Locascio on December 1st to discuss various workplace issues that have been brought to Nina's attention. If you have anything you'd like her to address, please get with her before the Thanksgiving break.

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

The Career Service Fund balance as of 11/15/2015 is \$6,494.04, designated as follows:

- \$3,817.10 in the scholarship fund
- \$1,438.99 in the family fund
- \$1,237.95 in the general fund.
  
- Sharewear account currently has \$1,319.26 – money in this account will be transferred to the general fund in December (1/3 to each sub account).
  
- A motion was made by Lisa Davis to approve the treasurer's report as presented. Seconded by Carol Pugh. Approved unanimously.

**VI. Committee/Representative Reports:**

1. **Bookstore Advisory Committee:** Carol Pugh reported that the faculty reception will be January 19th.
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:** Looking for a new representative for this committee. It meets every other Friday at 1:00 PM in P266. If interested in this committee let Nina know.
7. **Technology:** No report.
8. **Transportation and Security:** Linda Payne reported that the committee is looking at emergency evacuation procedures. Committee wants to train employees on how to use the AED. Look at changes to the Rock Garden near the sink hole.

**VII. Old Business**

**e-Cigarettes:** The survey Nina conducted resulted in 84% of those voting being in favor of adding e-Cigarettes to the tobacco policy. The college will move forward with revising the policy.

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**VIII. New Business:**

**Salary and Benefits Committee Chair:** Angie Siekers has resigned as the chair of this committee. Nina has spoken with Mikayla Klein and she is willing to chair the position. A motion was made to name Mikayla as chair by Chris Parks, seconded by Sue Kulmacz. The motion was passed unanimously.

**IX. Announcements:**

1. **Holiday Social:** December 2, from 11:00 AM to 1:00 PM in S326. There are flyers up front, please take one. We ask that you bring a finger food to share and that you let Oralia know what you are bringing. There will be music and door prizes.
2. **Thank You:** The families of Hank Blackwell, Jacob Brown and James Thomas want to thank everyone for their support. In addition to the dinners that were sold, \$6,000.00 in donations has been collected to date.
3. **AFC:** Carol was pleased to announce that the Santa Fe chapter brought home the most new members for 2015 award.
4. **Next CSC Meeting:** 10:00 AM on Wednesday, January 20, 2016 in S326.

**X. Adjournment:**

The meeting adjourned at 10:37 AM.