

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: January 20, 2016
 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:

Jessica Brown	Oralia Gamino	Carol Pugh
Delia Carr	Beverly Hurst	Nina Trombi
Maura Daquila	Bertha Jackson	Tyffany Wishart
Lisa Davis	Krystal Nelson	

Representatives and Officers Absent:

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

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 10:05 AM in Building S, Room 326.

II. Approval of Minutes

A motion was made by Oralia Gamino to approve the minutes for November 18, 2015 as amended. Seconded by Delia Carr. Approved unanimously.

III. Communication from College President

1. **Spring Semester:** This has been the best start of any semester in the last 14 years as enrollment steadily increased rather than increasing and decreasing though the drop/add period .
2. **Classification Study:** Dr. Sasser thanked everyone for their patience in getting the study completed. He indicated that the college is not going to go through this process and have any doubts that it wasn't right.
3. **State Funding:** Dr. Sasser and colleagues will be meeting with legislators in Tallahassee to discuss funding. It appears that there is less money available this year; however, he believes that Santa Fe College's performance puts us in a good position.

IV. Communication from Council Chair:

1. **Board of Trustees Chair Carrie Lee:** Trustee Chair Lee began by thanking the Council for inviting her. She explained that Board of Trustees are appointed by the Governor to serve a 3 year term with the ability to be re-appointed at the Governor's discretion. The Governor generally is looking for individuals who are knowledgeable and have the potential to understand the policy issues facing the colleges to which they are appointed.

The role of the trustees is to ensure that policy is being followed at every level. They review all material presented to them. Any policy issue from Human Resources to Student Affairs is read and acted upon.

2. **Classification Study:** Lela Frye, HR Director, gave us an update on the status of the job descriptions. After reviewing a cross section of job descriptions, it was determined that the consultants needed to take another look and reevaluate the job descriptions submitted to HR last week. There was inconsistency in duties for positions that have similar functions. Lela expects to have the reworked job descriptions sometime next week. After reviewing them and ensuring consistency, she will send them to Career Service employees and their supervisors for review. Once you have reviewed your job description, you will have the opportunity to have questions or concerns addressed. Just a reminder that this study is not a compensation study – we need good job descriptions so we can begin to look at how what we do compares to what others in the industry or field do and are being paid.
3. **Career Service Elections**
A call for nominations will be going out in a few months. If you are interested in running for an office, you will need written approval from your supervisor. The following positions are open for nominations:
Chair
Vice Chair
Secretary
Treasurer
4. **Spring Tribute:** The tribute will be in May; however, a date has not yet been set. Start thinking about who you would like to nominate for the S.T.A.R. Award. You can get more information on the Career Service website.
5. **CSC Scholarship Fund:** The scholarship fund is very well utilized and managed. Nina and Tyffany met with Dr. Sasser to explain how we disburse and award these funds and he was satisfied with our process.
6. **AFC Legislative Days/Conference:** If you would like to attend, please contact Rebecca Rogers and she will determine if funding is available for you to attend. You will need permission from you supervisor.

V. Treasurer's Report:

The Career Service Fund balance as of 12/15/2015 is \$5,821.04, designated as follows:

- \$2,088.21 in the scholarship fund
- \$2,021.10 in the family fund
- \$1,711.73 in the general fund.
- Sharewear account currently has \$187.50 – on 12/16/15 \$1,633.43 was transferred to the Friends of Career Service account with 1/3 going to each sub account.

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

by Maura Daquila. Approved unanimously.

VI. Committee/Representative Reports:

1. **Bookstore Advisory Committee:** No report.
2. **Bylaws and Elections:** Oralia Gamino reported that the committee will be meeting within the next 3 weeks.
3. **Food Service Advisory Committee:** Bertha Jackson reported that Domino's contract is ending and the committee is asking vendors to submit bids.
4. **Historian:** No report.
5. **Salary and Benefits:** Nina Trombi reported that the committee will be meeting soon to put together our recommendations for the budget process.
6. **Sustainability Committee:** No report.
7. **Transportation and Security:** No report.

VII. Old Business

Tobacco Use Policy (College Rule 5.12): This is a new college rule currently under review to address the use of tobacco products and electronic cigarettes on campus. The language mirrors our current policy with additional language on electronic cigarette usage.

Classification Study Results: See Communications from the Council Chair.

VIII. New Business:

Gainesville Harvest Food Pantry: The food pantry on campus is currently run by two people: one is a full-time faculty member and the other a SFC retiree. They need help running the pantry. If you are interested in helping with the food pantry, please let Nina know so she is aware of what sort of help CSC can provide. If there are not any volunteers, we will not be able to assist. You will need approval from your supervisor to participate.

IX. Announcements:

1. **AFC Carnation Sale:** This is happening right now. Orders should be turned in to Carol Wilson, Human Resources, by February 5, 2016. Order forms can be found online or an AFC member can print one for you.
2. **Did You Know?:** For those of you who elected to receive W2's electronically, they will be available on eStaff on 01/29/2016. Hard Copies will be mailed on 01/29/2016. The new 1095C will be sent out in the same way.
3. **Next CSC Meeting:** 10:00 AM on Wednesday, February 17, 2016 in S326.

X. Adjournment:

The meeting adjourned at 11:12 AM.