

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: *Mikayla Klein*

Meeting Date: February 17, 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	Paula Gainey	Christina Parks
Delia Carr	Oralia Gamino	Carol Pugh
Maura Daquila	Beverly Hurst	Nina Trombi
Lisa Davis	Krystal Nelson	Tyffany Wishart
	Ken Bettencourt for Bertha Jackson	

Representatives and Officers Absent:

Melissa Ateyo	Bertha Jackson	Deb Singletary
Shelley Carroll	Karen Lake	Carol Wilson
Emory Clayton	Fred Long	
David Diefendorf	Linda Payne	

Members, Guests, and Others:

Ken Bettencourt	Jason Head	Sue Kulmacz
Dawn Deutsch	Noah Hundley	Rebecca Mahony
George Hastie	Cathy Keen	Lindy Russell

I. Call to Order:

Chairperson Nina Trombi called the meeting to order at 10:03 AM in Building S, Room 326.

II. Approval of Minutes

A motion was made by Carol Pugh to approve the minutes for January 20, 2016 as presented. Seconded by Beverly Hurst. Approved unanimously.

III. Communication from College President

1. **State Legislation:** It appears the budget will go to conference the middle of next week. Santa Fe College is supported in the senate, house and the governor's office because of our performance. Dr. Sasser is trying to arrange a campus visit for the governor.
2. **Chuck Clemons:** Dr. Sasser advised the Board that Chuck Clemons will be running for a seat in the House of Representatives. His duties will need to be revised to exclude fund raising as an individual cannot fund raise for a college while also fund raising for a campaign. While campaigning, Chuck will continue to be responsible for Cultural

Affairs, Communications and Public Relations. He will take on responsibility for the Police Department and Special Projects. If elected, his duties will be revisited.

3. **Student for a Day:** Dr. Sasser will be a student for the day on March 8th. This gives him an opportunity to get in the classroom and see what is going on at the college and with students.
4. **Spring Arts Festival Poster:** The poster will be unveiled March 22nd at 2:30 PM in the lobby outside the President's Office.
5. **Women of Distinction:** This program acknowledges the role women play in every part of life and takes place March 31st at 11:30 AM at Best Western Gateway Grand.

IV. Communication from Council Chair:

1. **Salary and Benefits Committee:** The committee will be meeting soon to firm up recommendations the council wants to submit to the Resource Planning Council for 2016. Topics on the agenda for the next meeting include:
 - Other duties as assigned
 - Changes to the health insurance plan based on the Affordable Care Act
 - Pumping rooms for mothers to express while breastfeeding

V. Treasurer's Report:

The Career Service Fund balance as of 02/15/2016 is \$6,030.76, designated as follows:

- \$2,201.61 in the scholarship fund
- \$2,040.00 in the family fund
- \$1,789.15 in the general fund.

The Sharewear account as of January 2016, when the transfer was made to the Career Service fund, has \$413.91.

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

VI. Committee/Representative Reports:

1. **Bookstore Advisory Committee:** No report.
2. **Bylaws and Elections:** Oralia Gamino reported that the committee met 2 weeks ago and is making progress. They hope to be done in March.
3. **Food Service Advisory Committee:** Tyfanny Wishart reported that the college began soliciting bids about a week ago for the Domino's bay in the Food Court. Bids are also being solicited for the snack vending machines and soft drink vending machines should be coming up for bid soon.
4. **Historian:** No report.
5. **Salary and Benefits:** See Communication from the Council Chair , #1 above.
6. **Sustainability Committee:** No report.
7. **Transportation and Security:** No report.

VII. Old Business

1. **Results of Smoking Survey:** The Tobacco Free Taskforce requested information on where Career Service employees stood on this subject. The results, 51% of respondents said remove smoking huts and 44% said to leave smoking huts. This was for informational purposes.
2. **Classification Study Update:** Job descriptions and position titles are slowly rolling out. Facilities Services was the first group to receive them. As new job descriptions are rolled out, changes can still be made if you find something about your new job description or title to be problematic. Concerns should be addressed with Lela Frye.

VIII. New Business:

None

IX. Announcements:

1. **AFC Chili Cook-off:** This takes place March 9th from 11:00 AM to 1:00 PM in the Oak Grove. If interested in participating, contact Rebecca Rogers at ext. 5174.
2. **Did You Know?:** You can create a video capturing your screen using PowerPoint. It's free and an easy way to make instructional videos for cross-training.
3. **Next CSC Meeting:** 10:00 AM on Wednesday, March 16, 2016 in S326.

X. Adjournment:

The meeting adjourned at 10:31 AM.