

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: March 16, 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
 Lisa Davis
 Paula Gainey
 Beverly Hurst

Bertha Jackson
 Krystal Nelson
 Linda Payne
 Carol Pugh

Nina Trombi
 Tyffany Wishart

Representatives and Officers Absent:

Melissa Ateyo
 Delia Carr
 Shelley Carroll
 Emory Clayton

Maura Daquila
 David Diefendorf
 Oralia Gamino
 Karen Lake

Fred Long
 Christina Parks
 Deb Singletary
 Carol Wilson

Members, Guests, and Others:

Dawn Deutsch
 Kathy Duvall
 Jason Head

Renee Henry
 Noah Hundley
 Cathy Keen

Sue Kulmacz
 Rebecca Mahony
 Tim Modisette

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

A motion was made by Lisa Davis to approve the minutes for February 17, 2016 as presented. Seconded by Paula Gainey. Approved unanimously.

III. Communication from College President

1. **Student for a Day:** This was a most interesting experience. Dr. Sasser ended his day in Dental Hygiene where he realized more space was needed as patients were in the same room and positioned head to head as they were getting their dental cleaning.
2. **Spring Arts Festival:** This year's winning painting for the Spring Arts Festival was submitted by Annie Pais. Her painting, Egret, will appear on the poster and other festival items. Egret will be unveiled on March 22nd outside the President's Office. The festival takes place April 2nd and 3rd. It is one of the major celebrations scheduled for the college's 50th anniversary.

3. **Women of Distinction:** We are sold out. There are 225 seats and we have sold 250 tickets. If need be, we will find room if employees want to attend.

IV. Communication from Council Chair:

1. **March of Dimes:** Debbie Blair is requesting both financial and volunteer support from Career Services for this event. Santa Fe College has the first spirit station and it is located in the Fresh Market parking lot. She is asking for volunteers to be there around 7:00AM on April 2nd. Usually there are between 4,000 and 6,000 participants. Additionally she is asking for \$250.00 donation from the Career Service Council (the same amount as last year) for help with station supplies.

There is also a Silent Auction and Career Service Council has been asked to donate a basket.

2. **Sharewear:** A schedule will be put together for those who have volunteered to help with the store.
3. **Elections:** Career Service Executive Council elections will be taking place in May. Please consider running for a position.
4. **Star Award:** This award will be presented at the Spring Tribute. Nomination forms can be found on the Career Service website.

V. Treasurer's Report:

The Career Service Fund balance as of 03/15/2016 is \$6,065.26, designated as follows:

- \$2,139.93 in the scholarship fund
- \$2,056.32 in the family fund
- \$1,869.01 in the general fund.

The Sharewear account has \$584.19.

A motion was made by Bertha Jackson to approve the treasurer's report as presented. Seconded by Paula Gainey. Approved unanimously.

VI. Committee/Representative Reports:

1. **Bookstore Advisory Committee:** No report.
2. **Bylaws and Elections:** The committee met and is working on separating the bylaws from the constitution.
3. **Food Service Advisory Committee:** Bertha Jackson reports that Domino's and Coke's contracts are up and the college will be soliciting vendors.
4. **Historian:** No report.
5. **Salary and Benefits:** The committee submitted the council's recommendations to the RPC (see below under new information). We recently received information on possible options to changes in the health insurance benefits. These are not set in stone and once the committee reviews them, they will be sent out to everyone for feedback.

6. **Sustainability Committee:** No report. We are looking for a volunteer to be on this committee.
7. **Transportation and Security:** No report.

VII. Old Business

1. **Classification Study Update:** Nina met with Patti Locascio yesterday. As a result of that meeting, the following information was shared:
 - 263 Career Service employees who are part of the classification study
 - 261 Career Service employees turned in completed PDQ's
 - 70 different types of positions under Career Service
 - Thus far, the Police Department, Little School, Purchasing, Zoo, all Centers and Facilities have received at least their job descriptions
 - Coming soon will be Financial Aid, Accounts Payable, and Administrative Support employees

VIII. New Business:

1. **March of Dimes:** A motion was made by Carol Pugh to donate \$250.00 for the March of Dimes spirit station. Seconded by Paula Gainey. Approved unanimously.

After discussion, a motion was made by Lisa Davis to donate a \$50.00 basket for the March of Dimes silent auction. Seconded by Lisa Davis. Approved unanimously.

2. **2016 Salary and Benefits Recommendations:** Every year Career Services submits recommendations to the RPC for consideration. This year's recommendations have been handed out at the meeting and reviewed with the membership.

A motion was made by Linda Payne to submit the recommendations on the handout to RPC. Seconded by Lisa Davis. Approved unanimously.

IX. Announcements:

1. **Next CSC Meeting:** 10:00 AM on Wednesday, April 20, 2016 in S326.

X. Adjournment:

The meeting adjourned at 11:03 AM.