

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: April 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](mailto:csc@sfcollege.edu).

**Representatives and Officers Present:**

Jessica Brown  
 Delia Carr  
 Maura Daquila  
 Lisa Davis

David Diefendorf  
 Beverly Hurst  
 Krystal Nelson  
 Chris Parks

Lindy Russell  
 Nina Trombi

**Representatives and Officers Absent:**

Melissa Ateyo  
 Shelley Carroll  
 Emory Clayton  
 Paula Gainey  
 Oralia Gamino

Bertha Jackson  
 Karen Lake  
 Fred Long  
 Linda Payne

Carol Pugh  
 Deb Singletary  
 Carol Wilson  
 Tyffany Wishart

**Members, Guests, and Others:**

Mark Barley  
 Dawn Deutsch  
 Kathy Duvall  
 Seth Florio  
 George Hastie  
 Jason Head

William Helmes  
 Renee Henry  
 Sue Kulmacz  
 Rebecca Mahony  
 Tim Modisette  
 Jim Murphy

Brandon Ray  
 Clarence Stalnaker  
 Jorge Tormes  
 Charlie Wheeler

**I. Call to Order:**

Chairperson Nina Trombi called the meeting to order at 10:01 AM in Building S, Room 326.

**II. Approval of Minutes**

The approval of the March 16, 2016 meeting minutes was tabled to investigate who seconded the \$50.00 basket donation to the March of Dimes.

**III. Communication from College President**

1. **Budget:** The College is beginning to work on next year's budget. Dr. Sasser's highest priority is for salaries and benefits, particularly for salaries as benefits are good.

This year things look better for us even though this has been the toughest legislative session, but with the greatest results, since Dr. Sasser has been here.

2. **Season of Celebration:** You are invited to attend commencement and be part of the “Walk of Honor” where faculty and staff line up and students pass through them as they leave the building.
3. **Thank You to Nina Trombi:** Dr. Sasser thanked Nina for her leadership role as part of the Career Service Council and in her position with The Center for Teaching, Technology, and Training.

**IV. Communication from Council Chair:**

1. **Classification Study Update:** Lela Frye explained where we are in the process and that most Career Service employees should have received the initial job description.

**Phase 1:** Job descriptions are sent out to each Career Service employee for review and/or revisions. Revisions are sent to the consultant.

**Phase 2:** Consultant incorporates revisions into the job description and sends back to the college.

**Phase 3:** Final job descriptions are sent to Career Service employees for signature.

The process of getting from phase 1 to phase 3 may vary from department to department depending on how many revisions need to be made and whether or not supervisors are meeting individually or in groups with employees. This your opportunity to ensure that the job description matches what you are doing.

Lela will be meeting with DCSI next week and will recommend they block some time to meet with several areas, such as Financial Aid, so they will have a better understanding of what we do.

Lela hopes everyone will have their job descriptions by next week.

2. **Career Service Website:** Tim Modisette will be responsible for our website. AFC is looking for a volunteer websmith.
3. **Interim Chair Person:** Lindy Russell has been appointed by the Executive Council to be our Chair through June 30, 2016.
4. **Elections:** Voting begins on May 4, 2016. The ballot will be available on eStaff. We are still looking for someone to run for the Secretary position.

**V. Treasurer’s Report:**

The Career Service Fund balance as of 04/15/2016 is \$5,756.75, designated as follows:

- \$2,253.25 in the scholarship fund
- \$1,873.89 in the family fund
- \$1,629.61 in the general fund.

The Sharewear account has \$820.52. The day of the Tribute Sharewear will be closed.

A motion was made by Seth Florio to approve the treasurer’s report as presented. Seconded by Beverly Hurst. Approved unanimously.

**VI. Committee/Representative Reports:**

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

**VII. Old Business**

1. **Resource Planning Council:** Career Service recommendations were presented April 7<sup>th</sup>. According to statute, the college cannot give paid bereavement leave. An option would be to propose a rule giving unpaid bereavement leave so at least if someone in your family passed away and you had no leave on the books, you could attend and not get written up.
2. **Spring Tribute:** Will take place May 4<sup>th</sup> from 11:00 AM to 1:00 PM in the Gym. This year's theme is "You are the Magic." If any of you are free to help set up, it would be much appreciated. Set up will begin around 9:30 AM. Invitations went out in the mail yesterday.

**VIII. New Business:**

None.

**IX. Announcements:**

1. **Surplus Sale:** Takes place May 3<sup>rd</sup> and 4<sup>th</sup> from 9:00 AM to 11:00 AM in the surplus area. Bids are due to Purchasing by May 5<sup>th</sup>. Further information can be found on the Purchasing website.
2. **Next CSC Meeting:** 10:00 AM on Wednesday, May 18, 2016 in S326.

**X. Adjournment:**

The meeting adjourned at 10:53 AM.