

Executive Officers

Interim Chair: *Lindy Russell*
 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: June 22, 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	Beverly Hurst	Linda Payne
Maura Daquila	Bertha Jackson	Carol Pugh
Lisa Davis	Krystal Nelson	Lindy Russell
Oralia Gamino	Chris Parks	Tyffany Wishart

Representatives and Officers Absent:

Melissa Ateyo	Emory Clayton	Fred Long
Delia Carr	Paula Gainey	Deb Singletary
Shelley Carroll	Karen Lake	Carol Wilson

Members, Guests, and Others:

Roy Alligood	Josephine Gaskin	Jim Murphy
Aaron Benefield	Jason Head	Betsy Nunu
Dan Bennett	Renee Henry	Diane Rowe
Amanda Colvard	Noah Hundley	LaKesha Ruff
Chavon Crumpton	Candace Johnson	Mecca Senterfitt
Kathy Duvall	Sue Kulmacz	Kim Sowards
Brenda Evans	Darrell Linzy	Michelle Theus
Kate Flippen	Tim Modisette	Shelly Varnedoe
Seth Florio	Heather Morgan	Charlie Wheeler

I. Call to Order:

Chairperson Lindy Russell called the meeting to order at 10:06 AM in Building S, Room 326.

II. Approval of Minutes

A motion was made by Lisa Davis to approve the minutes for April 20, 2016 as presented. Seconded by Seth Florio. Approved unanimously

III. Communication from College President

- Salary Increase:** The \$1,250.00 that will be given to employees in November 2016 and then again in March 2017 is a non-recurring supplement. It is not a bonus but is being given in recognition of the quality of work you have performed. There is a 2% salary increase across the board. Also, each Career Service employee will receive an additional \$650.00 added to their pay. Dr. Sasser wants to get back where the college is giving salary increases, not supplements. Dr. Sasser clarified

that the 2% is on the employee's current 2015-2016 base salary and then the \$650.00 will be added.

1. **Convocation:** You are invited to attend convocation on August 19th. Please try to attend as Dr. Terry O'Banion, past Vice President of Student Affairs when Santa Fe College was first starting up will be in attendance.
2. **IPS Building:** There were several issues that needed to be worked out before construction could start but we should be ready to begin in a few days. It should take about a year to complete the project.

IV. Communication from Council Chair:

1. **Membership Participation:** Would like to focus on increasing membership participation with the council. As far as Sharewear is concerned, would like to get students and school clubs involved. We need to update records so if you are a cluster representative or know who the representative is in your area, please email Liny Russell. We need to also look at what we want to do as far as employee recognition. Currently, we only have the Star Award and Tribute to recognize Career Service employees. Lindy is working with Lela to get people recognized.
2. **Pay Increases:** The base of the range for each pay grade will be raised by 1% for 2016-2017. They were raised by half the pay increase given to employees (2%). This helps Santa Fe College be a bit more competitive in the market.
3. **Classification Study:** The College anticipates that other employees in career service will be getting increases. Based on the recommendations received, some employee will be moved into different job categories than they are right now. Those employees will be getting either a 5% or a 10.25% increase based on how many levels they will be going up. These increases will be effective August 1st and will show on the August 31st pay. In the next couple of weeks, HR will be advising those employees impacted.

The Accountants and a handful of staff assistant positions still do not have job descriptions. The consultants will be meeting with the Financial Aid Office as there was such a discrepancy in what they do and what was on the job descriptions. Cannot hold the entire study up any longer. Those position descriptions remaining we will need to continue to do something with to get it done.

There are jobs that will be adjusted down in grade level but the college will not adjust anyone's salary downward - no one will lose any money.

The Department of Labor has finalized the new exempt/non-exempt thresholds. In order to remain exempt, an employee must be making at least \$47,400.00. There are certain positions that will be exempt regardless of salary. They include instructional positions and some academic positions. December 1st is the implementation date. Somewhere around 70 to 80 positions will be going from exempt to non-exempt.

V. Treasurer's Report:

The Career Service Fund balance as of 06/16/2016 is \$4,113.47, designated as follows:

- \$776.57 in the scholarship fund
- \$1,658.21 in the family fund
- \$1,678.69 in the general fund.

The Sharewear account has \$914.28. Store supplies were purchased. We are unable to use a card reader based on research done by legal when Sharewear first started up.

A motion was made by Beverly Hurst to approve the treasurer's report as presented. Seconded by Roy Alligood. Approved unanimously.

VI. Committee/Representative Reports:

1. **Bookstore Advisory Committee:** No report.
2. **Bylaws and Elections:** Oralia reported that they have finished going through everything.
3. **Food Service Advisory Committee:** No report. Pepsi has the drink machine exclusive contract beginning July 1st. This gave the college a substantial scholarship incentive.
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. **Ideas:** If anyone has any ideas for Career Service please let Lindy know. He would like the meetings to be interesting and informative and suggested the possibility of food being served. He would appreciate your feedback
2. **Career Service Elections:** Your 2016-2016 Executive Board includes

Chair: Lindy Russell
Vice Chair: Jessica Brown
Secretary: Lukesha King
Treasurer: Tyffany Wishart

VIII. New Business:

None.

IX. Announcements:

1. **Did You Know?** During the last couple of years, the council's funding has gone down. Lindy wants to talk to Dr. Sasser to see if we can receive more funding from him.
2. **Next CSC Meeting:** 10:00 AM on Wednesday, June 22, 2016 in S326.

X. Adjournment:

The meeting adjourned at 11.15 AM.