

Executive Officers

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

Standing Committee Representatives

Bylaws and Elections: *Oralia Gamino*  
 Historians: *Melody Cevalin and Lisa Davis*  
 Salary and Benefits: *Mikayla Robinson*

Meeting Date: January 26, 2017  
 Minutes prepared by: *Lukisha King*

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:**

Krystal Nelson

Lindy Russell  
 Delia Carr  
 Mikayla Robinson

Tyffany Wishart  
 Lisa Davis  
 Bertha Jackson

Lukisha King  
 Beverly Hurst  
 Haley Sivils

**Representatives and Officers Absent:**

Oralia Gamino  
 Linda Payne

Melissa Ateyo  
 Melody Cevalin  
 Karen Lake  
 Carol Pugh

Jessica Brown  
 Emory Clayton  
 Fred Long  
 Deb Singletary

Shelley Carroll  
 Paula Gainey  
 Chris Parks

**Members, Guests, and Others:**

Cathy Keen  
 Deborah Mills  
 Carol Wilson

Roy Alligood  
 Renee Henry  
 Susan Kulmacz  
 Mikayla Robinson

Maura Daquila  
 Candace Johnson  
 Darrell Linzy  
 Kim Sowards

Cathy Hyde  
 Julia Jucker  
 Julie McGrath  
 Shelly Varnedoe

**I. Call to Order:**

Chairperson Lindy Russell called the meeting to order at 10:05 AM in Building S, Room 326.

**II. Approval of Minutes**

A motion was made to approve the November 17, 2016 minutes by Chairperson Lindy Russell, which was seconded by Carol Wilson and unanimously approved.

**III. Communication from the College President**

President Sasser was not in attendance due to a scheduling conflict.

**IV. Communication from Chair- Lindy Russell:**

1. The STAR Award nominations will be due March 31, 2017.

### **Tobacco Free Campaign:**

Chairperson Lindy Russell made a motion to approve the Smoke / Tobacco Free campus policy. The Smoke / Tobacco Free survey was sent out through email to all Career Service employees around October / November and the results from that survey were 73.91% not opposed and 26.09% opposed. There were 260 responses in total. Maura Daquila 2<sup>nd</sup> the motion to pass the Smoke / Tobacco Free campus policy and the policy was unanimously approved. In addition to, there is a Smoke / Tobacco Free task ~~force~~ which force, which President Sasser is currently putting together for the campus policy. Chairperson Lindy Russell has nominated Carol Pugh and Bill Mikulski to represent Career Service

### **Reclassification Study**

Chairperson Lindy Russell made a motion to discuss the Reclassification study. Roy Allgood second the motion. Chairperson Lindy Russell discussed he has received numerous emails from individuals expressing concerns about their reclassification study not being completed and not being able to get a complete understanding of the purpose of the reclassification study and how the study was used in terms of employees and their job descriptions and pay. Chairperson Lindy Russell asked if there were any other questions or concerns because he will be sending an email with all the concerns to President Sasser, Ed Bonahue, Patty Locascio and Lela Frye with the hope of getting a resolution.

There will be more discussion on the Reclassification study and the Department of Labor Exempt Vs Non-exempt policy. Chairperson Lindy Russell made a motion to move on from the Reclassification topic and Lisa Davis second the motion.

### **V. Treasurer's Report:**

The Career Service Fund balance as of 01/26/2017 is \$5,906.64, designated as follows:

- \$1,433.10 in the scholarship fund
- \$2,245.99 in the family fund
- \$2,226.55 in the general fund.

The Sharewear account has \$165.96

Sharewear has a new look. Please go by and check out the new look and support Sharewear. Everything cost a \$1.

### **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. New Business:**

1. ~~Maryann~~ [Marian](#) Nesbit is the new Safety and Risk Management Coordinator.
2. Spring Tribute will be Thursday, May 4, 2017 from 11:00am to 1:00pm [at the gym \(Building V\)](#).
3. The Center for Teaching, Technology and Learning are offering professional development classes. Chairperson Lindy Russell will email the list of the classes offered.

**VIII. Announcements:**

**Next CSC Meeting:** 10:00 AM on Wednesday, February 22, 2017 in S326.

**IX. Adjournment:**

The meeting adjourned at 10:32AM.

**X.**

**XI.**