

Executive Officers

Chair: *Jessica Brown*

Vice Chair: *Lukisha King*

Secretary: *Renee Henry*

Treasurer: *Tyffany Wishart*

Standing Committee Representatives

Bylaws and Elections: *LuKisha King*

Historians: *Lisa Davis*

Salary and Benefits: *Mikayla Klein*

Meeting Date: May 17, 2017
Minutes prepared by: *Renee Henry*

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
Lukisha King
Bertha Jackson
Chris Spence-
Thomas

Tyffany Wishart
Renee Henry
Carol Pugh
Paula Gainey

Delia Carr
Lisa Davis
Haley Wilson
Susan Kulmacz

**Members, Guests, and
Others:**

Shelly Varnedoe
Suzanne Fisher
Seth Florio

William Helmus
Jason Heard
Cathy Keen

Mikayla Robinson
Noah Hundley

I. Call to Order:

Chairperson Jessica Brown called the meeting to order at 10:04 AM in Building S, Room 326.

II. Approval of Minutes:

A motion was made by Carol Pugh to approve the minutes for April 19, 2017. Seconded by Lisa Davis.

III. Communication from College President:

1. Budget Workshop will be held on June 19, 2017 at 1:30p.m.
2. The Fund Balance will be reduced from 22% to 12%. Law requires 5%.

3. If anyone has ideas of critical needs please talk with your Vice President, so Dr. Sasser will be informed of these ideas.
4. A Five Year Plan has been created. The plan list various needs that college will be working on now and in the coming years.

IV. Communication from Council Chair:

1. Reviewing and finalizing By Laws at the beginning of the new term (July 2017).
2. Recognition of Mike for receiving a medal during Career Service Spring Tribute.
3. Recognition of Beverly Hurst receiving the STAR Award. There were 9 individuals nominated for the STAR award.
4. Ideas have been brought up of recognizing Career Service employees more throughout the year instead of just one time. One idea is to have a monthly Career Service certificate recognition program.
5. The nomination forms for the STAR award may change. There isn't enough room on the nomination form that allows a person to express appreciation as to why the nominee should be chosen as the STAR Award recipient. In the future there may be letters that need to be submitted stating examples to show why the nominee should be considered.
6. Salary and Benefits: the report has been submitted to RPC.

V. Treasurer's Report:

The Career Service Fund balance as of May 17, 2017 is \$5,486.35, designated as follows:

- \$1,632.10 in the scholarship fund: b/c of the balance Career Service decided to hold off on Summer 2017 scholarships, but will hopefully be able to offer Fall 2017 scholarships.
- \$2,427.99 in the family fund
- \$1,426.26 in the general fund.

The Sharewear account has \$973.01.

A motion was made by Paula Gainey to approve the treasurer's report as presented. Seconded by Seth Florio. 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. Lisa Davis has agreed to be a representative for Career Service on this committee.
7. **Transportation and Security:** No report. Seth Florio will be the representative for Career Service on this committee.

VII Old Business:

1. Beverly Hurst received the STAR Award 2016-2017.

VII New Business:

1. Evening CS Social: June 6th S29/S30
2. Tobacco Free Campus: Will began Fall 2017 semester
3. March of Dimes Donation: Lisa Davis made a motion to approve the donation \$250 to SFC March of Dimes and the motion was seconded by Paula Gainey.
4. Cluster Representatives: if you or someone is interested in becoming a cluster rep please contact Tyffany Wishart.

IX. Announcements:

1. **Next CSC Meeting:** 10:00 AM on Wednesday, June 21st in S326.

X. Adjournment:

The meeting adjourned at 10:22AM.