

Executive Officers

Chair: *Jessica Brown*

Vice Chair: *Renee Henry*

Secretary: *Noah Hundley*

Treasurer: *Tyffany Wishart*

Standing Committee Representatives

Bylaws and Elections: *Renee Henry*

Historians: *Lisa McNair*

Salary and Benefits: *Mikayla Robinson*

Meeting Date: 09/19/2018
Minutes prepared by: *Noah Hundley*

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:

Bertha Jackson	Paula Gainey
Darrell Linzy	Renee Henry
Delia Carr	Noah Hundley
Oralia Gamino	Tyffany Wishart

Members, Guests, and Others:

Amanda Colvard	Heather Morgan
Betsy Nunu	Julie McGrath
Chris Spence-Thomas	Ron Mills
Christina Arnold	

I. Call to Order:

Vice Chair Renee Henry called the meeting to order at 10:06 AM in Building S, Room 326.

II. Approval of Minutes

A motion was made by Paula Gainey to approve the minutes for July 18th, June 20th & May 16th, 2018. Seconded by Oralia Gamino. Approved unanimously.

III. Communication from College President

- Dr. Sasser was not able to attend the meeting due to the state of the college event in Bradford county.
 - Lisa Armour spoke on behalf of Dr. Sasser to update career service on current college business and address any questions or concerns.
- Santa Fe College is hosting Ukraine ambassadors, who will be observing Santa Fe College classes and campuses.
- Update on SACS (or Southern Association of Colleges and Schools) process.

- Rhonda Morris will be stepping down from the enhancement plan and will step back into teaching. Santa Fe will be looking into hiring someone to take over the coordination of Grades first.
- Next Board meeting will be at the Perry Center on October 16, 2018
- Math Tutoring in G-014 has moved to the future home of the Learning Commons, in the 1st floor of the library.

IV. Guests

Doug Bagby of Santa Fe College and Amber Miller from United Way

- For Santa Fe employees, Doug Bagby is our contact person for United Way.
- Information to donate will be sent across the department.
- Additionally, the website will be active to donate to as well.
- There will be an iPad bid and a scooter auction for those who donate.
- Lisa Armour and Jessica Brown are currently members of the united way board.
- Guests

Lela Frye, HR

- Currently there are 24 vacant career service positions open (based on data between June and July of this year).
- 18 of these positions are posted and active, or have a committee appointed.
- 6 are being reclassified or not open currently.
- Anyone wanting a copy of your job description must reach out to your supervisors or your vice president

V. Treasurers Report:

- The Career Service Fund balance as of 09/14/18 is 6623.82 designated as follows:
 - \$243.23 in the scholarship fund
 - \$3574.87 in the family fund
 - \$2805.72 in the general fund.
 - The Sharewear account has \$(945.39).
- The Career Service Fund balance as of 06/15/2018 is 7034.97, designated as follows:
 - \$1988.66 in the scholarship fund
 - \$4104.05 in the family fund
 - \$2727.36 in the general fund
 - The Sharewear account has \$97.89
- The Career Service Fund balance as of 07/17/18 is \$8820.07, designated as follows:
 - \$1204.96 in the scholarship fund
 - \$3400.85 in the family fund
 - \$2429.16 in the general fund
 - The Sharewear account has \$1835.63

A motion was made by Paula Gainey to approve the treasurer's report as presented. Seconded by Delia Carr. 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.

Transportation and Security: No report.

VII. Old Business

- **Equity Study Updates:** No updates but still on schedule.

VIII. New Business

- **Strike Out Hunger:** career service voted to participate one box that will be located in the Administration Building.
- Please give nonperishable items only.

IX. Announcements:

- **Next CSC Meeting:** 10:00 AM on Wednesday, October 17, 2018 in S-326.

X. Adjournment:

- The meeting adjourned at 10: 26 AM.