

Executive Officers

Chair: *Mr. Noah Hundley*

Vice Chair: *Dr. Julie McGrath*

Secretary: *Mr. Benjamin Fox*

Treasurer: *Ms. Tyffany Wishart*

Standing Committee Representatives

Bylaws and Elections: *Mr. Noah Hundley*

Historians: *Mrs. Lisa McNair*

Salary and Benefits: *Mr. Noah Hundley*

Meeting Date: 2/20/2019

Minutes prepared by: *Benjamin Fox*

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:**

Carol Pugh
Oralia Gamino
Krystal Nelson
Christina Arnold

Paula Gainey
Julie McGrath
Darrell Linzy
Tyffany Wishart

Benjamin Fox
Tim Modisette
Bertha Jackson

**Representatives and
Officers Absent:**

**Members, Guests, and
Others:**

Deborah Ackerman
Cathy Keen
Larry Cauthen

Renee Marshall
Betsy Nunu
Missy Hamlow

I. Call to Order:

Chairperson Noah Hundley called the meeting to order at 10 AM in Building S, Room 326.

II. Approval of Minutes

A motion was made by Missy Hamlow to approve the minutes for 1/16/19 as presented. Seconded by Paula Gainey. Approved unanimously.

III. Communication from College President

1. Congratulate Noah Hundley on his ascension to the Chair of the Career Service Council.
2. Talked about the presidential search. One member from CSC will be on the

screening committee. This member must attend every meeting. President Sasser will not be involved in the search. He will be stepping back and allowing the committee to choose the consultant and to decide what the College is looking for in their next president.

3. Board has approved the hiring of a consultant or consulting firm. Dr. Sasser believes that consultants are necessary as they provide someone less biased for the applicants to talk to about the city, college, and employees. The consultant will be decided in the March Board workshop.
4. Screening Committee will conduct listening sessions to hear what qualifications college employees and community members would like the new president to have.
5. The Presidential Search will have a website made so that anyone can check in to see where in the process the search is. This process is going to be very transparent.
6. Timeline for hiring president is anticipated as follows: Applications due in September, Interviews conducted in October, New President selected in November.
7. There will be no Board meeting in March, there will be a Board Workshop, which is open to the public.
8. President Sasser wishes everyone a safe Spring Break.

Communication from Human Resources Director

1. Director Frye, or representative, will be attending the CSC meeting each month to provide updates on the Presidential Search
2. Applications to be a part of the screening committee can be turned in now. You can nominate yourself or someone else to serve on the committee. There will be at least one Career Service representative on the committee. The timeline for serving on the screening committee is from April-August 2019. Applicants should have community involvement and knowledge about the president's job. The application is a one page email submission. Deadline to apply is 3/5.
3. Screening committee will hold listening sessions in April. These listening sessions will allow for input from the college community about the qualifications and characteristics that college members would like to see in the new president. Information from these listening sessions will be used to develop the Presidential Profile that the Selection Committee will use when screening applicants.
4. The Search Committee will make recommendations to the Board, ultimately, the Board will make the decision on who to select. The finalists from the interviews will be brought to

campus for a (typically) two day visit to allow them to see all the different areas of the college and see what Santa Fe College is really about.

IV. Communication from Council Chair:

1. Moved straight to Treasurer's Report

V. Treasurer's Report:

The Career Service Fund balance as of 2/15/19 is \$14,151.05, designated as follows:

- \$6,661.36 in the scholarship fund
- \$4,540.25 in the family fund
- \$2,949.44 in the general fund.

The Sharewear account has \$469.61.

A motion was made by Betsy Nunu to approve the treasurer's report as presented. Seconded by Paula Gainey. Approved unanimously.

VI. Committee/Representative Reports:

1. **Bookstore Advisory Committee:** No report.
2. **Bylaws and Elections:** No report.
3. **Food Service Advisory Committee:** La Fortuna bay up for bids.
4. **Historian:** No report.
5. **Salary and Benefits:** No report. Will have a presentation at the next meeting.
6. **Sustainability Committee:** No report. We are looking for a volunteer to be on this committee.
7. **Safety and Risk Management:** Report Provided by Renee Marshall
 - Building Captains Pilot Program is starting up. Captains will be doing periodic inspections of their respective buildings and completing work orders for any unsafe or hazardous conditions that they find.
 - Refresh yourself with the grilling/cooking college policy
 - No skateboarding signs will be going up across areas of the college that have been having a problem with skateboarder. Policy also bans the use of scooters, skates, segways, etc.
 - Four New AED's are in and will be replacing some that are currently in service.
 - Alertus Beacons are starting to go up in certain areas of campus. These beacons will be placed inside of buildings. These yellow boxes have flashing lights and can emit a siren in the event an emergency alert is activated. If you are curious what they look like, WA Building currently has one installed on the first floor.
 - Police Department has received "Stop the Bleed" kits. These kits contain supplies to effectively treat someone wounded in a major incident. These will most likely be placed around the college next to the AEDs.
 - New nets have been put up around the baseball field to prevent baseballs from hitting people or vehicles parked on NW 83rd Street.

VII. Old Business

1. Spring Tribute Date is Set, 5/9/19. Venue is not set yet.

VIII. New Business:

1. Noah Hundley is stepping down from the position of Council Chair to focus on school.
2. Julie McGrath will be moving into the Council Chair position from the Vice Chair position.
3. Vice Chair position is now vacant.
4. Benjamin Fox is the new Secretary.
5. There is a suggestion box near the sign in sheets for any suggestions to improve how we can serve career service population.

IX. Announcements:

1. **Next CSC Meeting:** 10:00 AM on Wednesday, April 17, 2019 in S326.

X. Adjournment:

The meeting adjourned at 10:32 AM.