

Executive Officers

Chair: *Dr. Julie McGrath*

Vice Chair: *Ms. Carol Pugh*

Secretary: *Mr. Benjamin Fox*

Treasurer: *Ms. Tyffany Wishart*

Standing Committee Representatives

Bylaws and Elections: *Dr. Julie McGrath-Interim*

Historians: *Mrs. Lisa McNair*

Salary and Benefits: *Dr. Julie McGrath-Interim*

Meeting Date: 4/17/19

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](mailto:csc@sfcollege.edu).

**Representatives and Officers Present:**

Oralia Gamino

Carol Pugh

Lisa McNair

Bertha Jackson

Missy Hamloe

Amanda Colvard

Julie McGrath

Benjamin Fox

Tim Modisette

**Representatives and Officers Absent:**

Tyffany Wishart

**Members, Guests, and Others:**

Deborah Ackerman

Betsy Nunu

Virginia Peter

Renee Marshal

Jason Head

Dawn Deutsch

Brandon Ray

George Hastie

Lindy Russell

Brittney Frisina

Richard Williams

**I. Call to Order:**

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

**II. Approval of Minutes**

A motion was made by Lisa McNair to approve the minutes for 2/20/19 as presented. Seconded by Carol Pugh. Approved unanimously.

**III. Communication from College President**

1. Dr. Sasser expressed his condolences regarding the Notre Dame fire.
2. Advised that the Screening Committee has been selected. There are 20 people on the committee. Committee is mostly composed of SF College employees.
3. Dr. Sasser congratulated Dan Rodkin on winning an award recently
4. Equity study results are coming out soon. Planned to be presented on Monday 5/6 if the study is ready.

5. Employees will again be able to bid on recycled Dell and Mac computers from the college. These are sold as is. Should be completed in the next few days.
6. Dr. Sasser wishes all staff a safe and happy Easter.

**IV. Communication from Human Resources- Lela Frye - Regarding Presidential Search**

1. Dr. Frye advised that the search process is designed to have a lot of input. She encourages us to “own the process”. Come out to the listening sessions and give your input on what you would like to see in the new president.
2. Search Committee has been selected. Composed of 3 Board members, 12 College members, and 3 community members. Oralia Gamino is the Career Service representative on the search committee. The committee has a heavy focus on academic representation as we are an educational institution. The committee will develop a presidential profile based on feedback received from the listening sessions. They will then go through the applications to determine who will receive an interview for the board to interview.
3. All dates and times for listening sessions have been released. These are targeted for particular groups, however, anyone can go and speak at any listening session. There will also be a survey coming out to allow you to give input if you do not want to speak at a listening session.
4. Again, reiterating that your feedback is crucial to the success of this process. Hiring a new president is the most important decision the College is going to make as a whole. Leadership drives the direction of the College. To ensure that the College is heading in the direction you want it to, be active participants in this search process.

**V. Guest Speaker Director Frye, HR – Topic- Employment Contracts:**

1. College Rule 3.9 Senate Revision Approved by Board– New notification timelines for contract non-renewal. Non-renewals used to be delivered by 4/1, now they will be delivered by 4/30.
2. For 12 month employees (mostly A+P)- notification will be at least 30 days in advance.

**VI. Guest Speaker AVP Rodkin, Student Affairs - Topic- Student Conduct Code Changes Rule 7.23:**

1. The cabinet meeting had their first reading of the many proposed changes that the College Senate has suggested. Most of these changes are not substantive, but rather cleaning up language used.
2. Some of the proposed changes are as follows:
  - Cheating now specifically includes electronic resources.
  - The word “Accused” has been changed to “Respondent”. Accused makes it sound more criminal rather than a violation of rules
  - Instructional days now include Saturdays
  - Weapons definition clarified and consistent with Rule 3.38
  - Sanctions –only hearing added
  - New Expungement section
3. Student Conduct Board is made up of Faculty, Staff, and Students. Let your Chair or supervisor know if you are interested in serving on the board. Minimal time commitment. Always looking for more people to be in the pool to serve. If you elect to join the pool, there is a 90 minute annual training.

**VII. Guest Speakers Beverly Polk and Marian Nesbitt - Topic- Employee Emergency Procedures:**

1. If there is an emergency call 911 and SFPD at extension 5555. If you are unsure if it is an emergency, always treat it as an emergency.
2. If it is a non-emergency, contact SFPD only at extension 5519.
3. Contact SFPD to fill out all Accident/Incident forms.
4. Worker's Compensation Claims- has to be an authorized medical provider. To get authorization form, contact SFPD. Any SFPD police officer can fill out the form and give it to you. You should never have to pay up front for a Worker's Compensation claim.
5. Link to Emergency Procedures Webpage: <https://www.sfcollege.edu/safety/emergency-procedures/index>
6. Link to Emergency Procedures Brief for SF Staff: <https://www.sfcollege.edu/Assets/sf/safety/info/Emergency%20Safety%20Brief%20Staff.pdf>
7. Link to Emergency Procedures Brief for TempForce Employees: <https://www.sfcollege.edu/Assets/sf/safety/info/Emergency%20Safety%20Brief%20Tempforce.pdf>
8. Keep First Aid kits up to date. Make sure you are looking at expiration dates on the items inside.

**VIII. Guest Speaker Rachael Jordan, ITS - Topic- New eFax Services:**

1. IT is trying to get rid of all the old fax machines. New E-Fax service is HIPPA compliant and you must be part of fax group to send. If access is needed, have your supervisor complete an IT work order.
2. All incoming faxes can be seen by anyone in the fax group. Using the system is just like sending an email.
3. Rachael Jordan has a PowerPoint on how to send a fax over the new system. If you would like the PowerPoint, please contact her. She is also available to come by your office and should you how to setup and use the new system.
4. Additionally, the new voicemail system is out and they are still migrating through issues with it.

**IX. Communication and Announcements from the Council Chair**

1. CSC Scholarship Application is now able to be submitted online.
2. FERPA and Cyber Security trainings are available on Canvas. This training will be mandatory for all SF employees beginning in August. Canvas is accessible via eStaff or SF homepage.
3. Oralia Gamino is the Career Service representative on the Presidential Search Committee.
4. Groundwater Presentation: Racial Equity Institute. Please consider attending these trainings as they become available. <https://news.sfcollege.edu/2019/04/05/please-join-us-for-a-racial-equity-institute-groundwater-presentation/>
5. Chairperson McGrath encourages all staff to attend the strategic planning sessions when you can.

6. Administrative Professionals Day is coming up. Wednesday April 24, 2019.
7. Reminder, April 30<sup>th</sup> check has the Salary Supplement on it.
8. Career Service Listening Session for Presidential Search is on April 25, 2019 from 2 P.M. until 3 P.M. in S-326

**Treasurer's Report:**

The Career Service Fund balance as of 4/9/19 is \$14,672.47, designated as follows:

- X.
- \$6,922.99 in the scholarship fund
  - \$4,693.13 in the family fund
  - \$3,056.35 in the general fund.

The Sharewear account has \$995.73.

A motion was made by Lisa McNair to approve the treasurer's report as presented. Seconded by Dawn Deutsch. Approved unanimously.

**XI. Committee/Representative Reports:**

1. **Bookstore Advisory Committee:** No Report
2. **Bylaws and Elections:** No Report – Will be working on this over the Summer semester.
3. **Food Service Advisory Committee:** No Spring meeting has been held yet. No report.
4. **Historian:** Continuing to work on getting a Facebook page created and running.
5. **Salary and Benefits:** Gave a presentation to the Resource Planning Committee. Two new initiatives proposed.
  - Degree Attainment Incentive- A one-time payment for obtaining a degree while employed at SF. Differing levels of compensation depending on the degree/certification
    - Licenses/Certifications- \$50
    - Associate's Degree- \$250
    - Bachelor's Degree- \$500
    - Master's Degree- \$750
    - Doctorate Degree- \$1,000
  - December Leave Cash Out- Proposed to be allowed to cash out up to 16 hours of vacation leave annually.
    - Must maintain 40 hours of vacation leave after the November 16-November 30 pay cycle
    - Request to cash out would take place during the November 16-November 30 pay period.
    - Eligible employees who participate would receive the cash out payment in the December 15<sup>th</sup> pay check.
    - This would be voluntary. Employees would not be required to participate in it, if approved.

*As a reminder, these are our proposals with nothing approved yet.*

6. **Sustainability Committee:** No Report / Have not met in 8 months
7. **Transportation and Security:** No Report

## **XII. Old Business**

- Star Nominations
  - Applications Closed on Saturday
  - 15 nominations received for 12 nominees
  
- Equity Study Presentation: Monday May 6, 2pm
  - Will be given at the Fine Arts Hall if completed on time.
  - If unable to attend, please forward any questions you have to Chairperson McGrath and she will get answers for you
  - To be clear, the Equity Study does not necessarily mean a salary increase, it is to provide an understanding of a company's pay structure and to evaluate pay among employees to others working in similar job capacity at other companies or organizations.
  
- New CSC Executive Members: Introductions Chair, Vice-Chair, Secretary
  - Introduced Dr. Julie McGrath as the new Chair, Ms. Carol Pugh as the Vice-Chair, and Mr. Benjamin Fox as the Secretary.

## **XIII. New Business:**

1. ShareWear
  - Spring "Fill-a-Bag" sale:
    - 4/24 and 4/25
    - \$5 to fill a bag with items
    - Plastic grocery bags are requested for donations
    - Closed May 9 for Tribute
  - Looking for volunteers to work 1 hour per month. There are lots of retirements coming up of those who typically staff the store. Email Tyffany or Julie if interested in volunteering.
  
2. Spring Tribute (Staff appreciation and STAR celebration luncheon)– May 9, 2019
  - "O" Building, NW Campus, 11am-1pm
  - Change name-voting item
    - Voted on name change. Options that were discussed were "Gathering", "Picnic", "Luncheon", and "Extravaganza".
    - Gathering and Luncheon received no votes from members present. Extravaganza received 5 votes. Picnic received 7 votes.
    - Name of celebration changed to Career Service Spring Picnic.
    - Also discussed conducting a food drive in conjunction with the picnic where interested parties could bring non-perishable food items to donate to SF Harvest Pantry and Food4Kids program. This was supported by attendees of the meeting.
  
3. Training and Professional Development:
  - Mental Health First Aid training is available.  
<https://www.signupgenius.com/go/20f084dabac22a3fe3-mental2>
  - Chairperson McGrath proposed the formation of a new sub-committee for professional development. This can be discussed further at a later date.
  - Chairperson McGrath is looking into possible trainings available on the following topics:
    - How to supervise student assistants
    - Generational gaps in the work place
    - "Go to Knowledge"- Betsy Nunu in HR has information regarding available training

through this program.

4. August Convocation Recommendations from CS employees
  - This will be discussed more in the June meeting.
5. Surplus Sale-Bids due May 16: <https://news.sfcollege.edu/2019/05/10/spring-surplus-sale-bids-due-may-16/>
6. Nominations for CSC Executive Committee: Open position-Vice Chair (July 1)
  - Vice-Chair position will be open July 1<sup>st</sup>. We are looking for replacements to run for this position.
  - If you are interested in running for Vice-Chair or any other Executive Committee position, please submit your written nomination to [csc@sfcollege.edu](mailto:csc@sfcollege.edu).
7. Calendar Committee Discussions: 2021 Recommendation to change Convocation to the Friday afternoon of the week we return to allow more people the opportunity to attend. In addition, move the 1<sup>st</sup> day of Spring 2021 classes from Tue to Wed, in order to better focus on and serve students due to deadlines early in the week.

**XIV. Announcements:**

1. What do you want from the CSC?
  - Let us know your expectations of the CSC so we can do our best to meet them.
2. Benefits- Did you know?
  - There are lots of benefits and discounts available to SF College employees. Check out the benefits website to see various discounts.
3. **Next CSC Meeting:** 10:00 AM on Wednesday, June 19, in S326.

**XV. Adjournment:**

The meeting adjourned at 11:54 AM.