1.) **Welcome/Call to Order:** The meeting was called to order at 10:30 am

2.) **Roll Call:** Officers Present: Shannon Murdock, Kristina Ziminski and Alan McCoy. Treasurer position remains open.

   **Members Present:** 9 (Shannon Murdock, Kristina Ziminski, Alan McCoy, Colby LaRoche, Nancy Jontes-Lee, Ines Harris, Maggie Muszka, Mindy Brodsky and Marge Frye)

   **Members Online:** 8 (Kaylyn Lowe, Diane Higelin, Faith Testerman, Gail Beckwith, Betty Mantero, Sylvia Zuelch, Melissa Santos and Cindy McAvoy. My apologies to anyone who was missed or whose name was misspelled.

3.) **Approval of Minutes from the December Meeting** – Nancy Jontes-Lee made a motion to approve the December minutes and Marge Frye seconded so the minutes were approved.

4.) **Officer Reports:**

   A. **President:** Shannon Murdock reported that the CEA serves as a voice for career employees when done properly. If anyone has any questions or concerns please contact Shannon. Shannon stated that enrolment is slightly down, New Smyrna Beach is up and Flagler/Palm Coast is stagnant. Shannon invited any interested ones to the Board of Trustees meeting on Thursday January 15, 2015 as Dr. Eaton, in the Spring Welcome back meeting, referenced her contract would be discussed. Also, ERP went live on January 1, 2015 and while there are a few glitches, once the system is running properly things should go smoother. This new system also eliminates the need for Leave Designees. Shannon has learned that the Professional Council would like to collaborate with the CEA on a Spring Kickball event. See Shannon if interested. The proceeds may possibly go to the Foundation. In addition, there is a new CEA Brochure available in limited quantities. Once we name a new Treasurer we can add their name to the brochure and print more.

   B. **Vice President:** Kristina Ziminski was present but had nothing to report

   C. **Secretary:** Alan McCoy was present and once again encouraged everyone to consider payroll deduction which can be made for as little as $1.00/pay period. He also made Payroll Deduction Forms available to all.
D. **Treasurer**: We still do not have a Treasurer but our Vice-President, Kristina Ziminski reported that as of January 13, 2015 we have $25.92 in Petty cash. In December we spent $41.43 on gifts (attendance drawing & travel) and in the Credit Union we currently have $2,300.76. Apparently there has been no change in that fund since November 7, 2014 according to Kristina. Alan McCoy made a motion to accept the Treasurer’s Report and Diane Higelin seconded.

5.) **Recognition of First Time Attendees**: Maggie Muszka was recognized as a first time attendee and welcomed to our meeting.

6.) **Standing and AD HOC Committee Reports**: Shannon asked for updates from all individual committee chairs.

   A. **Safety Committee**: The Safety Committee had no representation at the meeting and therefore there was no report.

   B. **Technology Advisory Board**: The Technology Advisory Board had no representation at the meeting and therefore there was no report.

   C. **Career Employee of the Semester**: No representation at the meeting and therefore there was no report.

   D. **By-Laws**: The Committee has not met yet per Shannon Murdock.

   E. **Career Employee Student Award**: No representation at the meeting and therefore there was no report, however, Shannon stated that applications are currently available.

   F. **Cabinet**: Shannon reported that the Cabinet is currently focused on reviewing the college’s policies and Procedures which are on the portal for viewing. Please let Shannon know if you have any questions or concerns about them.

   G. **Social/Fundraising**: This committee is currently vacant but Shannon asked for any volunteers willing to sit on the committee. None present volunteered.

   H. **Planning Council**: Shannon stated that the Planning Council has not met since our last meeting.

7.) **New Business**:

   A. Please see Item “F” under Cabinet above as Shannon once again reviewed the present activities of the Cabinet.

8.) **Old Business**:

   A. Call for a Treasurer: Shannon stated once again that the CEA is in need of a Treasurer. With the promotion of Roberta Enquist to a professional position
that has created an opening. Marge Frye suggested Diane Higelin and Diane suggested Marge. The position remains open.

B. Holiday Food Drive: Shannon stated that the SGA and the CEA collaborated to give 210 families in Volusia County a basket containing everything for Thanksgiving; any food left over from that and all food donated from Thanksgiving through December 5th totalled another 884 pounds of food that was then donated to the Second Harvest Food Bank.

C. Chili Cook-Off: Planning needs to get underway for the Chili Cook-Off. Shannon asked for additional volunteers and Alan McCoy and Ines Harris volunteered. Also, Marge Frye volunteered for the clean-up crew.

9. Open Discussions:

A. It was stated that Lori Lemoine has been updating the CEA website and we thank her for that. Also, the meetings can now be recorded and posted on the website as well.

10. Motion to Adjourn: Shannon Murdock made a motion to adjourn and Nancy Jontes-Lee seconded. The meeting was adjourned at 10:55am.

Approved: ______________________________ Date: ______________________________