1.) **Welcome/Call to Order**: The meeting was called to order at 3:08pm

2.) **Roll Call**: Officers Present: Shannon Murdock, Kristina Ziminski, Roberta Enquist and Alan McCoy

   **Members Present**: 5 (Shannon Murdock and Jon Cemilich (Deland) and Diane Higelin, Tom Melton and Alan McCoy (Daytona)

   **Members Online**: 18 (Tara DeBloom, Bethany Session, Libby Malmberg, Corinne Gratton, Jeannie Meade, Janice Peretti, Linda Vought, Kristina Ziminski, Roberta Enquist, Mindy Brodsky, Nancy Jontes-Lee, Melissa Santos, Andrea Horney, Gail Freiwal, Marge Frye, Barbara Fyock, Cindy Llewellyn and Betty Mantero). *My apologies to anyone who was missed or whose name was misspelled.

3.) **Approval of Minutes**: Gail Freiwal made a motion to approve the September 2014 CEA minutes and Marge Frye seconded the motion and the minutes were approved. Tara DeBloom mentioned that the date on the September minutes needs to be changed from September 10th to the 9th.

4.) **Officer Reports**:

   A. **President**: Shannon Murdock reported that she has met with the President’s Cabinet and the issue of needing toilet paper in Deland and Deltona as well as a broom in Deltona came up. These matters will be handled. Also, Shannon met with Buck James about enrolment numbers and if any are interested to please see Shannon. She also reported that she is working on the upcoming Kickball event which is open to employees, families and friends. For additional information please see Robert Jacobs.

   B. **Vice President**: Kristina Ziminski had nothing new to report.

   C. **Secretary**: Alan McCoy reported that all the new hires for July, August, September and October have been added to the CEA address book in Outlook. Also, forms are available for payroll deduction supporting the CEA Award Program.

   D. **Treasurer**: Roberta Enquist reported that the CEA has $15.17 in savings and as of 9/10/14 our check book contained $2,592.11. There were no deposits for the last month. There was a withdrawal of $113.38 leaving us a balance as of 10/13/14 $2,592.11. The awards balance is $3,114.01 but the amount has not been updated since August. Diane Higelin made a motion to accept the Treasures Report and Cindy Llewellyn seconded. The motion was approved.
5.) **Recognition of First Time Attendees:** No new attendees.

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

   A. **Safety Committee:** Tara DeBloom reported there hasn’t been a new meeting. She said she has contacted Kyle Meyer (Committee Chair) to see if Committee still exists but she has not heard back yet.

   B. **Technology Advisory Board:** Shannon Murdock said she is in the process of trying to sign up Marge Frye for the TAB.

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

   D. **Cabinet:** Shannon Murdock mentioned recent discussions in her President’s Report (See Above). Also, she mentioned to the Cabinet that the ATC has complained that the building is hot on Monday mornings when the A/C has been turned off for the weekend.

   E. **Social/Fund Raising Committee:** Roberta Enquist stated that Diane Higelin is organizing a “Trot for Treats” event with a Candy Corn raffle for October 31st between 11:00am – 12:00pm. Also, we are going to be sponsoring a Food Drive during the Open House on December 5th. Roberta asked for suggestions as to which charity we might want to donate the collected food to. Contact Roberta if you have any suggestions.

   F. **Student Award Committee:** Linda Vought reported that the Student Awards for the Fall term have been given out and the thank you notes received. They are in the process of putting something visual together to show just how appreciative the students have been. She also asked that if anyone was interested in volunteering to serve on the committee to please let her know.

   G. **Career Employee of the Semester:** Gail Freiwald reported that Cindy McAvoy will chair this committee until the spring and then in the spring Gail will take over as chair.

   H. **Planning Council:** Shannon Murdock reported that the Planning Council meets on October 15th and she will have more info at our next meeting.

   I. **Health Benefits:** Shannon Murdock stated that Open Enrollment has begun and all relevant information has been emailed to all.
7.) **New Business:** Shannon opened the meeting to New Business.

A. **Kickball Event** – October 22, 2014 – It was stated that 9 people have currently signed up and the Woman’s Center is putting together a team. There will be a Bake Sale and Kettle Korn will be sold with proceeds going to the scholarship fund. Please contact Robert Jacobs to join the event or Cindy Llewellyn to help with set-up and break-down.

B. **Holiday Bazar** – Roberta Enquist stated that we need homemade craft donations to be sold at the event as well as people to sit at the table for an hour and a half at a time. The craft donations need to be turned in by the week before the event. We will also be doing a 50/50 raffle.

C. **Attendance Raffle** – Kristina Ziminski stated that, at the suggestion of a fellow career employee (Bethany Sessions) we will be conducting an attendance raffle at CEA meetings anytime there are more than 20 people in attendance. This includes people that may be tied in remotely as well. The goal is to increase attendance with the winner appearing before the BOT meeting along with Shannon. The names would be randomized by the computer and the computer would pick the name. This month’s winner was Libby Malmberg. The gift was donated by Bethany Sessions and made by Tina Browne. It was also mentioned that Shannon Murdock has been visiting the different campuses to have an Ice Cream Social on those sites to promote the CEA and employee involvement. We thank her for that!

D. **Trot for Treats** – Diane Higelin is arranging the event which was well attended last year. It is now open to all employees and will be on Friday October 31st from 11:00am – 12:00pm. Casual costumes are encouraged but not required. The goal is to walk two laps around the college. There is also a contest to guess the number of Candy Corn in a jar and the monies generated would go to the CEA Award Fund. Diane is waiting for approval for the event. Shannon asked for a motion to approve and Diane Higelin made the motion. Gail Freiwald seconded. John Tosi said the Fitness Center would also like to support this event.

8. **Old Business:**

A. **Regional Ambassador** - Shannon Murdock mentioned that we still need a Regional Ambassador for the Flagler/Palm Coast Campus.

B. **Health Update** – Shannon stated that we would not be having a representative attend one of our meetings to discuss Health Benefits as information has been emailed to everyone and we will be having Informational Sessions to attend which should answer our questions.

C. **ERP Update** – Shannon stated that at November’s meeting we will have someone to update on the progress of the transition to a new system.

D. **Academic Integrity Committee** – Member coming in the near future to speak to the CEA.

E. **Holiday Golf Cart Parade** – Kristina Ziminski stated that the CEA’s participation in this event has been cancelled due to a lack of volunteers.

9. **Open Discussion:** Nothing to discuss.
10. **Motion to Adjourn**: Roberta Enquist made a motion to Adjourn and Kristina Ziminski seconded. The CEA meeting was adjourned at 3:50pm.

Approved: ___________________________ Date: ___________________________