1.) Welcome/Call to Order: The meeting was called to order at 3:01pm

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

   Members Present: 6 (Shannon Murdock and Joseph Bond (Palm Coast) and Tom Melton, Colby LaRoche, Andrea Horney and Alan McCoy (Daytona)

   Members Online: 18 (Bethany Session, Libby Malmberg, Kristina Ziminski, Mindy Brodsky, Nancy Jontes-Lee, Melissa Santos, Gail Freiwald, Marge Frye, Cindy Llewellyn, Michele Balfour, Kaylyn Lowe, Brenda McKenzie, Diane Higelin, Jessica Matthews, Beverly Lawrence, Stacy Smith, Jon Cemelich and Jeffrey Gillis) * My apologies to anyone who was missed or whose name was misspelled.

3.) Academic Integrity Discussion – Shannon asked the audience what type of training they would like to see, online, workshops, etc. Let Shannon know when you have a minute. Brenda McKenzie asked if the committee could come up with a way to ensure that no one else is completing the online courses for the student that is actually signed up for the course. Brenda stated that unfortunately this is occurring and it’s unfair to those who actually do the work. Shannon stated that this was a good question and she would pass the concern along.

4.) Approval of Minutes: Kristina Ziminski made a motion to approve the November 2014 CEA minutes and Diane Higelin seconded the motion. The minutes were approved.

5.) Officer Reports:

   A. President: Shannon Murdock reported that Roberta Enquist has moved on to a Professional position and is no longer a CEA member. She was our Treasurer and, while we thank her for her service, we need another Treasurer if anyone is interested. If not we will proceed according to the By-Laws. In addition, the Payroll Informational Sessions went well with a rough headcount of 315 Career employees attending. Shannon still has a recording of the session if anyone is interested and if you have any questions she would be happy to pass them along. Also, IF NECESSARY Dr. Eaton said that her door is open for anyone who would like to discuss this.

   B. Vice President: Kristina Ziminski stated that November 3rd was the last New Employee Orientation and she is looking forward to 2015.
C. **Secretary**: Alan McCoy had nothing to report.

D. **Treasurer**: Roberta Enquist is no longer our Treasurer having moved on to a Professional position so there was no report.

6.) **Recognition of First Time Attendees**: Colby LaRoche and Joseph Bond were recognized as first time attendees and welcomed to our meeting.

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

A. **Safety Committee**: Tara DeBloom was not present but had relayed to Shannon that the committee had not met yet but they are still working on updating the batteries on the AED units.

B. **Technology Advisory Board**: Shannon Murdock said the ERP is going live on January 5th and also Quanta is considering purchasing lap tops/tablets for the Fall 2015 semester.

C. **Career Employee of the Semester**: No committee members present.

D. **By-Laws**: The Committee has not met yet per Shannon Murdock but she did state that anyone that would like to help or make changes to please see her.

E. **Career Employee Student Award**: No committee members present.

F. **Cabinet**: Shannon reported that the Cabinet did not meet this month so there is no report.

G. **Planning Council**: Shannon Murdock reported that there is continued discussion on how to improve resources, teamwork and communication – what obstacles do we face with making these better? What is our ideal scenario?

H. **Social/Fundraising**: Roberta Enquist was the committee chair but since she has become a professional employee there is a need for a new chair.

8.) **New Business**:

A. **Chili Cook-Off**: Shannon stated that the chili cook-off is generally in February although no specific date has been set yet. She asked if there was anyone interested in volunteering and Nancy Jontes-Lee and Kaylyn Lowe volunteered.

B. **Trot for Treats**: Diane Higelin stated that the Trot for Treats was a success and any leftover candy was sent to the regional campuses which they seemed to really enjoy.
9.) **Old Business:**

A. **Regional Ambassadors:** Joseph Bond is now our regional ambassador on the Flagler/Palm Coast campus and Vinetta Snider will be our ambassador on the Deltona campus with the retirement of Shirley Klein. We thank them for their willingness to help out.

B. **Holiday Bazaar:** Kristina Ziminski reported that at the Holiday Bazaar we collected $235.50 and $37.50 of that was from the 50/50 raffle. April Brunning won the raffle and has been contacted. Most everything sold and clearly it was a success. Items sold were donated by Diane Higelin, Bonnie Gomez-Gonzalez, Georgiana Bevacqua, Jodie Swanson, Sharon Enquist, Roberta Enquist and Cindy Llewellyn. Volunteers working the table included: Kristina Ziminski, Bonnie Gomez-Gonzalez, Michelle LaPlant, Kathryn Fulco, Brenda McKenzie, Linda Vought, Andrea Horney, Diane Higelin, Georgiana Bevacqua and Roberta Enquist.

C. **Holiday Food Drive:** Shannon Murdock reported that we were able to gather and donate 884lbs of food to the Second Harvest Food Bank as well as assist the SGA in donating 210 baskets to families in need in Volusia County for Thanksgiving.

10.) **Open Discussions and Announcements:**

A. **CEA Minutes Posted to the Portal:** Diane Higelin asked if anyone is posting the CEA minutes to the Portal as well as other CEA information. No one currently is and we will look into this more.

B. **2015 Health Plan Information:** Brenda McKenzie mentioned that a 2015 Health Plan Information sheet was sent out to everyone so please look it over.

C. **PeopleSoft Training:** A question was asked about when PeopleSoft training would begin and the answer is we don’t know yet. Some training will begin upon our return to work on January 5, 2015.

D. **Learning Commons:** Shannon mentioned that they are busy helping students prepare for exams (“Don’t Cram for the Exam”) and she welcomed anyone to stop by if they can.

E. **Attendance Award:** Melissa Santos was this month’s winner of the attendance award for our CEA meeting.

11.) **Motion to Adjourn:** Shannon made a motion to adjourn and it was seconded by Brenda McKenzie. The meeting adjourned at 3:32pm.
CAREER EMPLOYEES ASSOCIATION
Minutes
December 9, 2014 at 3:00pm
Palm Coast - Bldg. #3 Room 116
Daytona - Bldg. 110 Room 250

Approved: __________________________ Date: __________________________