1.) **Welcome/Call to Order**: The meeting was called to order at 3:17pm.

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

   **Members Present**: 3 (Shannon Murdock, Alan McCoy and Andrew Dorsey)

   **Members Online**: 9 (Diane Higelin, Melissa Santos, Stacy Smith, Kristina Ziminski, Carmen Della Vecchia, Michele Balfour, Andrea Horney, Earline Garner and Corinne Gratton). My apologizes to anyone who was missed or whose name was misspelled.

3.) **Approval of Minutes from the January Meeting** – Diane Higelin made a motion to approve the January minutes and Alan McCoy seconded so the minutes were approved.

4.) **Officer Reports**:

   A. **President**: Shannon Murdock reported that she has been working on the Chili Cook-Off scheduled for Thursday February 26, 2015. She has also been working with the Professional Development Council on continued CEA opportunities. In addition, Shannon is participating in the “Tech Immersion Challenge” and would be happy to share what she is learning with anyone who asks.

   B. **Vice President**: Kristina Ziminski reported that the first Monday in March will be the next NEO (New Employees Orientation). Also, there is no NEO for February.

   C. **Secretary**: Alan McCoy was present but had nothing to report.

   D. **Treasurer**: We still do not have a Treasurer but our Vice-President; Kristina Ziminski reported that as of February 10, 2015 we have $75.92 in Petty Cash. There was a withdrawal of $60.00 to replenish Petty Cash and there was one withdrawal of $10.00 from Petty Cash to purchase the attendance raffle gift leaving our balance at $75.92. The current balance of the checking account is $2,240.76. We still don’t have access to the Foundation Report. Diane Higelin made a motion to approve the Treasurers Report and Alan McCoy seconded it.

5.) **Recognition of First Time Attendees**: There were no first time attendees.
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**: Shannon reported that due to the fact that the Chili Cook Off date has been moved to February 26, 2015 we will be presenting both the Fall 2014 and the Spring 2015 Career Employee of the Semester Awards at the June 2015 Ice Cream Social.

D. **By-Laws**: Nothing to Report.

E. **Career Employee Student Award**: No representation at the meeting and therefore there was no report.

F. **Cabinet**: Shannon reported that the Cabinet meeting was in progress when she had to leave for the Deltona Campus to conduct the CEA meeting. They are continuing to review and revise the policies and procedures. Shannon also stated that she has requested the term “Salary” be replaced with the term “compensation” to avoid any confusion with career employees.

G. **Social/Fundraising**: Kristina Ziminski and Shannon Murdock have volunteered to be on this committee and Diane Higelin has offered to help as of today’s meeting.

H. **Planning Council**: Shannon stated that the Planning Council continues to discuss ways to improve our strategic plan to better resources, teamwork, etc.

7.) **New Business**:

A. Shannon stated that she has been thinking of ways the CEA can give back to the community without effort and expense. It was suggested that we collect Box Tops For Education and possibly soda can tabs and donate them to local schools. Alan McCoy stated that he has personally been doing this for his grandchildren and the school in Palm Coast really appreciates it. If anyone has any suggestions please send them to Shannon.

B. Shannon mentioned that a card expressing the CEA’s appreciation for Dr. Eaton has been purchased and will be passed around to the different campuses for all to sign.

C. Proposals to the Planning Council – Shannon stated that the Planning Council has money to spend to plan events and if anyone has a proposal to get with her.
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.

   B. Chili Cook-Off: The Chili Cook-Off has been moved to February 26th in Building 1200. There is a Chili Committee Meeting on February 16, 2015 at 3:00pm in Bldg. 110 Room 207. Any help is appreciated such as volunteering to make chili, a dessert, a prize or just your time. Please let Shannon know or come to the Committee Meeting on the 16th. Diane Higelin thought it might be a good idea to have past winners act as judges.

   C. College President Search Committee: Shannon Murdock has been selected to be a member of the College President Search Committee. Several questions were asked such as Diane Higelin asking if the employees will get to review the applications at any time. It was not known.

9. **Open Discussions:**

   A. Shannon mentioned that in a recent meeting with Tom LoBasso present he stated that the college may consider staffing the help desk 24 hours a day for online students considering the success of and national ranking of our program. Also the college may hire a lobbyist to represent the college’s interests in Tallahassee.

   B. Other general questions included the availability of money for reclassifications (Diane Higelin), a possible fund raiser in March selling World Famous Chocolate bars (Kristina Ziminski) or a basket raffle (Diane Higelin), any feedback on the new time sheet problems and are more training classes planned in the future (Diane Higelin). Nothing was decided upon, just discussed briefly.

10. **Motion to Adjourn:** Diane Higelin made a motion to adjourn and Kristina Ziminski seconded. The meeting was adjourned at 3:43pm.