1.) **Welcome/Call to Order:** The meeting was called to order at 10:35am.

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

   **Members Present:** 3 (Shannon Murdock, Alan McCoy and Faith Testerman)

   **Members Online:** 15 (Diane Higelin, Kristina Ziminski, Michele Balfour, Andrea Horney, Mindy Brodsky, Tara DeBloom, Bethany Sessions, Patricia Lane, Linda Sullivan, Nanett Fisher, Vinetta Snider, Joanne Parker, Bonnie Gomez-Gonzalez, Joseph Bond and Patty Dabney). My apologizes to anyone who was missed or whose name was misspelled.

3.) **Approval of Minutes from the February Meeting** – Linda Sullivan made a motion to approve the January minutes and Tara DeBloom seconded so the minutes were approved.

4.) **Officer Reports:**

   A. **President:** Shannon Murdock reported that she is continuing to participate in the Tech Immersion Challenge, attend Planning Council, Cabinet, Constituency Head meetings and Board meetings in order to ensure that the Career Employees have an active participant and voice in these discussions. In addition, she is traveling to Regional campuses to hold Career Employee Meetings as that was a unanimous request by all regional sites when she visited them upon taking office. However, the participation at meetings held at regional sites has been almost non-existent. She stated that the CEA is your voice to this institution and, yes, there are some things that we cannot control, but we are being given the opportunity to influence and question what is happening within Daytona State College. This should be very important to all of us as employees, alumni, students and community members. What happens here has an effect on our lives. Being heard is simple, **Participate.** Come to meetings, join a committee and collaborate with peers across departments and campuses. Shannon stated that she would like to encourage all to reach out to take this opportunity to speak. There is no issue to small, taboo or monumental for her to communicate.

   B. **Vice President:** Kristina Ziminski reported that the next scheduled NEO (New Employee’s Orientation) is Tuesday March 24, 2015.
C. **Secretary:** Alan McCoy reported that all the minutes for the CEA Meetings are put on the Shared File for anyone to look at and review.

D. **Treasurer:** We still do not have a Treasurer but our Vice-President; Kristina Ziminski reported that as of March 3, 2015 we have $75.92 in Petty Cash. There was a withdrawal of $460.00 (chili cook-off supplies, cashbox funds and prizes for cook-off winners). The current balance of the checking account is $1,780.76. We still don’t have access to the Foundation Report. Kristina contacted Jackie Pappas at the Foundation for a CEA Award Fund Balance and she will email Kristina with the amount. A motion to approve the Treasurers Report was not made and was overlooked.

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:** Tara DeBloom stated that the Safety Committee has not met since their last meeting in November of 2014. Tara will check with Kyle Meyer to see if any more Safety Committee meetings are scheduled for this year. They typically meet once a year. Linda Sullivan requested a list of who is on the Safety Committee and Tara said she would send her a list.

B. **Technology Advisory Board:** Tara DeBloom reported that the Technology Advisory Board last met on 2/25/15 and Susan Antillon gave an update on the ERP implementation. They also discussed the tier recommendation for the regional campuses and that soon we would be using only one (1) password for everything.

C. **Career Employee of the Semester:** No Report.

D. **By-Laws:** No Report.

E. **Career Employee Student Award:** No Report

F. **Cabinet:** Shannon reported that there is continued discussion concerning improving policies and procedures. If you have any suggestions please see Shannon.

G. **Social/Fundraising:** Nothing to report with the exception that a change needed to be made to the February minutes. Minutes previously indicated that Diane Higelin volunteered to be on this committee when actually she volunteered to help and not be a committee member. The change has been made to the February minutes.

H. **Planning Council:** Shannon stated that she is on Team Interconnectedness and they are discussing the results of the Noel Levitz survey and how we can
improve communication, teamwork and resources. Her team suggested that there was a lack of communication with and representation of the college community on the Board of Trustees.

I. President Search Committee: Shannon stated that they met on February 17, 2015 and discussed their plan and timeline. They will be hosting listening sessions on all campuses which are open to the entire community. They are also researching firms and aim to hire one, hoping to have a new president in place by January of 2016. Linda Sullivan asked if she could receive a list of who is on the committee and Tara DeBloom said she would email her one.

7.) New Business: The Healthcare Task Force may be looking for volunteers and Alan McCoy offered to help

8.) Old Business:

A. Call for a Treasurer: Shannon stated once again that the CEA is in need of a Treasurer. The responsibilities of the position were read from the By-Laws and Nanett Fisher volunteered to be the Treasurer for the remainder of this fiscal year. Several members thanked Nanett for volunteering.

B. Chili Cook-Off: Shannon stated that we cleared $141.31 after expenses for the chili cook-Off and the bake sale. Many commented that they liked the venue (Bldg. 1200) but perhaps going back to Building 110 would attract more people. Also, more advertisement is needed. Many people thanked the committee members for their hard work and the success of the event.

C. Box Tops for Education: It has been suggested that the CEA collect box tops for education and donate them to one specific school perhaps monthly. Shannon stated that the issue is deeper than anticipated with a lot of schools participating in the program. There was no clear cut decision on how a school would be chosen to receive the box tops but several volunteered to collect them in their area including, Bonnie Gomez-Gonzalez, Patty Dabney and Alan McCoy.

D. Reclassification: Shannon stated that she had a long discussion with Tom LoBasso and other constituency heads and it was made very clear that an increase in responsibilities doesn’t usually warrant a reclassification; however that process is still active. Linda Sullivan stated that it seems like Administrators get compensated with pay increases when they take on additional responsibilities. Linda asked Shannon that the next time she sees Tom to ask him what he did with his raise. Diane Higelin asked about the possibility of cost of living raises and Linda Sullivan mentioned that we have (5) pay grades that are below the poverty level for a family of (4). Diane suggested that job descriptions be reviewed for career employees and perhaps they could even have different levels of a job within the department
the same as professionals do. Nanett Fisher asked how we compare with other colleges in the area and Linda Sullivan said it is hard to say because of the different job titles and descriptions everyone has. Diane Higelin thought that perhaps another compensation study needed to be done.

9. **Open Discussions:**

   A. Shannon mentioned that it looks like there will be a Spring Kick-Ball event for students and to see her for details. Also, National Walk Day is April 1, 2015 so we are looking for volunteers who may be interested in participating. In addition, Kristina Ziminski stated that in Building 100 they often do chair massages for $5.00 from 11:00am – 1:00pm and from 3:00pm – 5:30pm.

10. **Motion to Adjourn:** Nanett Fisher made a motion to adjourn and Bonnie Gomez-Gonzalez seconded. The meeting was adjourned at 11:33am.

Approved: ________________________________ Date: ________________________________