1.) Welcome/Call to Order: The meeting was called to order at 3:05pm

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

   **Members Present**: 8 (Shannon Murdock, Kristina Ziminski, Roberta Enquist, Alan McCoy, Diane Higelin, Nancy Jontes-Lee, Marge Frye and Linda Vought).

   **Members Online**: 22 (Bethany Session, Brenda McKenzie, Carolan Baltzegar, Cindy Llewellyn, Melissa Santos, Paige Semsrott, Diane Hitchcock, Robert Jacobs, Elena Viterbo, Gail Beckwith, Gail Friewald, Judy Yates, Lisa Houser, Michael Paciello, Mindy Brodsky, Lisa Shelly, Bonnie Gomez-Gonzalez, Lorraine Griffiths, Jessica Matthews, Corinne Gratton, Sylvia Zuelch and Catherine Caughie). *My apologies to anyone who was missed or whose name was misspelled.

3.) Approval of Minutes: Kristina Ziminski made a motion to approve the August 2014 CEA Minutes. Nancy Jontes-Lee seconded and the minutes were approved.

4.) Officer Reports:

   A. **President**: Shannon Murdock encouraged the CEA’s goal of involving the Regional Campuses in more of what the CEA does. She also mentioned the upcoming ATC & Deltona Ice Cream Socials which seems to be enjoyed by all. Shannon is also working with the Professional Council and the AFC on various events.

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

   C. **Secretary**: Alan McCoy had nothing to report.

   D. **Treasurer**: Roberta Enquist gave the Treasurers report which is as follows.

      - Savings: $15.17, Checking: Beginning Balance as of 8/1/14 was $2,322.38, total deposits were $704.73, total withdrawals were $435.00 leaving a balance of $2,592.11 as of 9/9/14. Petty Cash balance as of 8/1/14 was $127.72; total deposits were $21.50, total withdrawals were $113.46 leaving a balance of $35.76. CEA Award Foundation Account Funds on hand as of 8/18/14 total $3,114.01.

5.) Recognition of First Time Attendees: There were no 1st time attendees. Shannon Murdock encouraged better attendance.

6.) Recognition of 2013-2014 Officers: Shannon thanked the previous officers for their hard work.
7.) Standing and AD HOC Committee Reports: Shannon asked for updates from all individual committee chairs or their representative.

a.) **Safety Committee**: Tara DeBloom (absent) reported there hasn’t been a new meeting and therefore has nothing to report.

b.) **Technology Advisory Board**: Still not established but Marge Frye volunteered and we are looking for any other volunteers.

c.) **By-Laws Committee**: Gail Freiwald and Shannon Murdock have not met yet and have nothing to report.

d.) **Cabinet Meetings**: Shannon reported that the Faculty Senate is discussing potential interviews using Skype and the amount of reimbursement money has been reduced. Shannon also reported that the Administrators Council will send out letters or cards for promotions, new hires, new baby, etc. In addition, Shannon reported that the Professional Council made about the same amount of money the CEA did on the recent food sale.

e.) **Social/Fund Raising Committee**: Per Roberta Enquist the Committee has not met yet but it was suggested we think about selling chocolate bars and Marge Frye mentioned that selling the discount coupon books may be another option.

f.) **Student Award Committee**: Linda Vought reported that for the fall of 2014 (3) students were given awards, two (2) for $250.00 and one (1) for $200.00. The students came from Respiratory, Physical Therapy and Criminal Justice. Previously the account had $3,114.01 in it and after withdrawing $700.00 for the awards the current balance is $2,414.01. Also, this award varies in size and is given out after add/drop every semester, Fall, Spring and Summer. Usually the award is used for books or lab kits for the student. Marge Frye asked if there were any fund raisers planned and Linda said they were looking into that. Cindy Llewellyn thanked Linda for doing a great job as chair of the committee.

g.) **Career Employee of the Semester**: Gail Freiwald had nothing to report.

h.) **Planning Council**: Shannon reported that the council meets today (9/10) and there is currently no update. Andrea Horney is no longer involved with this committee.

i.) **Health Benefits Committee**: Judy Van Horn was not present but we will have guest speakers in the near future.

8.) New Business: Diane Higelin asked who does New Employee Orientation and Kristina Ziminski said she does. Kristina hands out an informational pamphlet. Linda Vought asked how we know of new employees and apparently Human Resources gives Shannon a list.
The new yearly CEA Meeting Schedule was approved and copies will be distributed to various areas (for example Gail Savicki’s area). Nancy Jontes-Lee made a motion to accept the schedule and Marge Frye seconded it. All were in approval. Diane Higelin asked if a campus vehicle was going to be used when the meetings are on regional campuses so others can go and Shannon stated that goal was to really focus on the people at the other campuses so that they feel more involved with the CEA. Linda Vought asked if more CEA info could be put online and Shannon said yes but would need some help which is why we are trying to create a CEA Tech Team.

**Kick Ball**: October 11, 2014 there will be a meeting to discuss the event more. The Kick Ball event will be held on October 22, 2014 between 5:00pm – 7:00pm and is open to all constituency groups. Kettle Corn may even be available. Any proceeds will also be divided equally among those groups.

**Holiday Bazaar**: Apparently Gail Beckwith and Linda Sullivan are co-chairs and it was decided that the CEA would have a table with light food such as coffee, bagels, etc. and homemade crafts. Nancy Jontes-Lee asked if selling food would be an issue with Sodexo and we did not feel it would. The AFC may also offer food. Roberta Enquist will take the lead in our involvement in the bazaar along with Shannon Murdock and Nancy Jontes-Lee. Marge Frye volunteered leftover cups she has and Marge along with Diane Higelin may make crafts. The Fund Raising Committee will decide where any profits will go. Lisa Shelly will see if she can get Mr. Bill’s to donate donuts.

**Golf Cart Parade**: Kristina Ziminski (ext. 3301) will be in charge of the CEA golf cart but has asked for at least five (5) people to help her. Marge Frye asked if there was a theme yet and apparently not at this time.

**Health Care Update**: Next month Michelle Black will be here to provide additional information.

9.) Old Business: Regional Ambassadors are still needed on the ATC and Flagler Campuses. Since this meeting Marge Frye contacted Beth Rafferty at the ATC and she has volunteered to be the Regional Ambassador for the ATC.

10. Discussion: Diane Higelin asked when the Benefits fair is and she also thanked the new officers for their willingness to serve. In addition, next CEA meeting Michelle Black will be with us to answer and Health Care questions we may have.

11. Motion to Adjourn: Shannon Murdock made a motion to adjourn and Roberta Enquist seconded the motion. Meeting closed at 4:00pm.

Approved: __________________________ Date: __________________________