**Meeting Notes:**
Career Employees Council Meeting, 1:30 p.m., January 27, 2005

**Members Present:**
Dory Lock, Sherry Kollar, Beverly Pinder, Arlene Jurkscheit, Doug Barnette, Roresu Chandler and Patti Wright

**January Event:**  Dory described to the Council the history of the January New Year's event. Started in 2003 to christen the new CIT; the president agreed to fund the New Year's party again in 2004. The Service Years Recognition Event has now taken that timeslot and is run by its own institution-wide committee. This year, the funds that were allocated for the CEC to put on the New Year's event were contributed to the recognition event.

**Career Days:** The Council was reminded that March 2 & 3 are the Career Development Days and that all council members need to be there both days.

  Registration Form – Beverly will put together the registration form, which needs to be sent out to Career Employees in hard copy right away.

  Schedule - Dory will put together the schedule.

  Trainers - Tom Davenport will recruit the trainers for the sessions. Surveys completed by career employees indicate that Diving for Chocolate and Web Sites for Professional Growth and Development will be the two programs offered.

  Icebreakers- Ideas discussed were an MCC Trivia Game, Scavenger Hunt, and Jeopardy. Might want to have an icebreaker that will utilize some of the technology available at the LWRCIT campus. The council agreed that the after-lunch activity needs to be something that gets people up and moving.

  Catering - Sherry and Dory are working on caterers. Joyce's Catering quote was high. Dory will check with Larry at MCC Bradenton to submit a quote.

  Door Prizes – It was agreed that if each council member was to secure at least one door prize a piece in the $10 - $20 range, that would be a nice number of prizes to have at the event. Before approaching a vendor for a contribution however, the council was reminded that Peg Lowery (lowerym@mccfl.edu) needs to be consulted. Once she gives the okay, then the vendor may be asked. Also, it was noted that gift certificates or coupons need to be from chain stores that people can use in either Manatee or Sarasota County.

**Next Year's Budget** -
Dory noted that the requests for president’s discretionary funds are due March 1.

Fall Picnic - Dory to check with Sue McDougall (FACC) to see if they want to co-sponsor the picnic and work out the details.
Career Days – The council discussed that it may want to increase its request for Career Days as the cost of catering continues to rise and the event is quite popular.

**Recruiting of New Council Members** - There will be three council members who will be finishing their terms at the end of this year: Dory Lock (outgoing chair), Sherry Kollar and Arlene Jurkscheit. Outgoing council representatives should request from their constituencies nominations in April with an election in May. (Officers will be elected from within the council by the council.) At the final meeting in June both the incoming and the outgoing council will attend a joint meeting. The new council will take over July 1.

**Other Items Discussed** - Dory opened the discussion of possibly suggesting to the president a companion piece to the 360 Degree Survey where the employee would have the opportunity to express ideas on a wider range of topics, giving feedback to College policies and procedures, not just on individuals.

Sherry Kollar brought to the table an idea that she and Sue McDougall were discussing. They were thinking that having monthly Department Information Sessions would be helpful to everyone. It could be a brown bag kind of set up, with representatives from the department available to answer questions of anyone who is interested.

Patti Wright explained the idea of the Mystery Shopper. In this scenario someone poses as a customer and goes to various areas to “test” employees’ customer service skills. Those with good customer service skills would receive some kind of award from the College. Designed primarily for a retail setting, the question would be whether this would work in a College setting.

All three ideas will be discussed further at a later date.

**Next Meeting** - February 10, in the morning. Dory will get back to the council as to the exact time. Location will be at CIT Lakewood Ranch so that all the details for Career Days can be discussed and finalized.

Respectfully submitted,

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Arlene Jurkscheit       Dory Lock
CEC Secretary      CEC Chair