CEC MEETING MINUTES -- August 2, 2005

MEETING NOTES:

MEMBERS PRESENT:
Allen Goodson, Beverly Pinder, Doug Barnette, Patricia Ramirez, Wendy Williams, Amy Conces.

COUNCIL MEETING FOR 2005-06 – Council decided to continue meeting 30 minutes prior to scheduled meetings with Dr. Pappas. On the months when not meeting with Dr. Pappas meetings will be scheduled in the mornings on Tuesdays, Wednesdays or Thursdays. This was unanimous after discussion by all present. The days and venue will vary by month in an effort to keep the meetings new and different.

REPLACEMENT FOR ABEL NINO – Council discussed the individuals who may be approached to fill this opening and was asked to continue to think of persons who might be a valuable asset to the Committee.

CONTACT ALTERNATES – It is important that the CEC be as fully manned as possible. All members are encouraged to meet with their alternates to confirm their willingness and ability to perform the necessary responsibilities (i.e. attend meetings in the absence of the member and volunteer to assist with CEC events).

COUNCIL PROMOTION – several issues with the current by-laws were discussed. All members should review the by-laws prior to the next meeting to allow detailed discussion. Allen expressed concern about the accessibility of the CEC to career employees, and the possibility that in the past career employees might not have contacted the council with problems that they did not have a solution for. Council members were encouraged to come up with ways to better promote the council. Some suggestions:
  • Check by-laws concerning recommendation procedures
  • Create a survey to determine what career employees want and expect from this council.
  • Publicize the council, its purpose and its activities
  • Council members were encouraged to personally meet new employees in their area within a few days of hire.
  • Possibly send representative to new employee luncheon to introduce the council and our goal/purpose.

CEC WEBSITE – opened a discussion for review of current website, recently updated by Beverly Pinder, the CEC’s webmaster. Pinder was thanked for a timely job well done. Members will be reviewing the site and making additional comments and suggestions at the next meeting.
  • Suggested that a link be added to allow Employees to register as a volunteer for CEC events.
• Noted that it is unknown where mail is going when someone clicks on mail to CEC. The Chair will contact IT and get access to this email.
• Suggested that contacting CEC via the website be available more prominently: easier to find and utilize.

**CEC Finances for 2005-2006** – budget was discussed briefly so council members understood of the amount of money that was available for each event. It was recommended that the FACC be approached to help supplement certain events as a joint venture. The possibility for fundraising was brought up and will be checked to see if this is a possibility for the future.

**Events** A calendar of events was created and checked with the President’s office. An event calendar will be posted to the CEC website for reference.
• 8/17/05 3:00 p.m. CEC meeting with President (room 7-208)
• 8/31/05 10:00 a.m. and 2:00 p.m. Career Employee Meeting Bradenton Campus (Room 14-147/148)
• 9/1/05 1:00 p.m. – Career Employee Meeting Venice Campus (Room TBA)
• 9/21/05 9:00 a.m. – CEC meeting (room TBA)
• 9/23/05 2:00 p.m. – 3:30 p.m. Back to School Bash (Room TBA)
• 10/19/05 3:00 p.m. - CEC meeting with President (room 7-208)
• 11/02/05 Fall Picnic at Bradenton Campus (1:30 pm – 3:30 pm and Location TBA)
• 11/03/05 Fall Picnic at Venice Campus (1:30 pm – 3:30 pm and Location TBA)

Additional scheduling will be done at the next meeting.

**Back to School Bash / We Survived Registration 2005** – it was recommended that this event be pushed back until the semester was underway so that Career Employees would be more available to attend. Wendy Williams will make some calls and get bids on cookies vs. cake for this event. More details will be decided at next meeting 08/17/2005.

**Fall Picnic** – Discussion began for the planning of this event. All members should be thinking about theme/contests/prizes. Council members were encouraged to talk to other employees in their areas and see what they would like to have for this event.

**Service Project for this Year** – Several ideas were brought to the table, it was decided that all members should put their ideas on papers and bring to the next meeting for a vote so that this project gets underway in a timely fashion, since most suggestions revolve around the Christmas Holiday season planning for this should begin as soon as possible.

**Promotion** – promotion of the CEC is vitally important. It is necessary to improve the CEC’s visibility throughout the campuses and that new and creative ideas are needed. All members should bring promotional suggestions to the next meeting. Current suggestions include:
• Flyers
• Personal invitations to events
• E-mail (but used sparingly) e-mails should come from representatives to CEC members in their areas not MCC-ALL as those messages tend to be overlooked.
CAREER EMPLOYEE MEETING
Promote this event will all employees. Allen has issued a challenge to each council member to see who can have the highest percentage of attendees at these meetings.

NEW BUSINESS – Doug Barnette brought to the table a series of complaints from potential students received in regards to college closure on Friday afternoons during the summer and how this adversely affects registration. Potential students come to campus unaware that the college is closed and then they are not able to get any assistance. Allen Goodson indicated that he tries to meet all visitors on the Venice campus after the campus is closed and that he gives out any college paperwork that the visitor may need. All agreed that this is an issue that should be looked at. Amy Conces informed the group that when she looked online this morning that there were only 2 available spots for ENC1101, and she was wondering about how and when new classes were made available when these classes filled up.

Suggestions:
- Have student services stay open all day on Friday during the summer. Possibly have limited, rotating staff to allow for student services personnel to enjoy summer hours as well.
- Stay open late on Fridays, not after school starts (drop/add deadline for example) but prior to classes starting to assist with registrations.
- Developing a system for the creation of additional course offerings when high volume classes fill early such as ENC1101 & 1002. A system allowing the automatic creation of an additional time once classes reach 90% of capacity was suggested.

All members should consider these items and bring possible solutions for discussion to next meeting.

360 EVALUATIONS – Peg Beck is forming a task force to meet and evaluate the current 360 Evaluations and steps to take to revise this valuable tool to obtain better participation. Doug Barnette and Wendy Williams volunteered to sit on the committee as representatives of the Career Employees.

Meeting was adjourned at 10:15 a.m.

Next Meeting date August 17, 2005 with Dr. Pappas 3:00 p.m. (President’s conference room #7-208).

Respectfully submitted,

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Allen Goodson           Wendy Williams
CEC – Chair       CEC – Member