Manatee Community College Career Employee Council  
Monthly Meeting  
September 21, 2005  

The meeting convened at 9:00 a.m. in building 7, room 107.  

Members present: Allen Goodson, Wendy Williams, Roresu Chandler, Doug Barnette, Pat Ramirez, Beverly Pinder, Kathy Fields  

Preparation for “Welcome Back” Reception: The primary focus of this meeting was to finalize preparations for the “Back To School Bash” scheduled for Friday, September 23rd, from 2:00 – 3:30 pm in the cafeteria area. The following details were discussed: 1) cookies and soft drinks have been ordered based on the number from last year which was “50”; 2) a ½ sheet cake has been ordered from Publix which Wendy will pick up Friday morning; 3) decorations will include a banner, table runners, assorted flyers and possibly the “sandwich” stands used to advertise the event (Kathy will check with Tim Hill on the use of the stands, two coolers and possibly a welcome back banner); 4) Wendy will ask Facilities to hang banners and bring a CD player; Pat will contribute CDs so that there can be background music playing during the function. It was noted that there should be some decorations and other supplies from last year in storage in building 19. Doug will search for these items and depending on what is available, additional items may need to be purchased. It was clarified that this event is held for the entire campus (including faculty), not just career employees, but that it is put on by the Career Employee Council. Council members and alternates were asked to meet at 1:30 to assist with set-up and be available to “meet and greet” the attendees.  

Committee Representation: Allen is in need of council members to sit on various committees due to the large number that require representation. Several council members volunteered. Allen will provide a list of the committees for appropriate delegation and there will be further discussion at the next meeting. It was noted that a request had been made for information about the standing committees by the previous council but the information received was not specific to the purpose of each committee. Efforts will be made to find a document that addresses this for clarification.  

Committee Membership: Patty Wright will not be able to fulfill her commitment to the council due to her current work situation. As the alternate, Kathy Fields will work with Patty and fill in as her schedule permits, taking on the secretary role at the meetings. Allen informed the group that Cathy Dailey will not be able to represent buildings 9, 10, 11, 12, 14, 17, as she had thought. He will check with Cathy Pursley to see if she may be able to take this on. It was also suggested that he send out an e-mail to “MCC All” concerning the need for another council member.  

Web Site: Wendy brought up an issue regarding the fact that the only way to get to the Career Employee Council web site is through the MCC Intranet. She expressed her concern that this should be accessible through the regular MCC site. It was noted that the only consideration would be to ensure compliance with the standardized background.
Allen agreed to pursue this and follow-up. There was additional discussion about the suggestions made at the last meeting. Beverly had incorporated these into the Web site and she distributed a hard copy to each council member. It was noted that Amy Conces’ extension number was different from what was posted. Beverly said she would correct that.

**Information on Hires/Resignations:** A brief discussion was held concerning the need to identify who in Human Resources is responsible for providing information to the council on new hires and resignations. Wendy mentioned that she had received an e-mail yesterday about a resignation (since she is responsible for the data base in the Foundation office) and she will look it up to see who sent it.

**Next Meeting:** It was decided that one more meeting should be held before the group meets with Dr. Pappas. The date agreed upon was October 5th at 9:00 a.m. Allen asked about the possibility of meeting in Facilities and Doug will check on this. Other potential meeting rooms were suggested in building 18 such as the multi-purpose room.

Respectfully submitted:

__________________________________________  ____________________________
CEC Secretary           CEC Chair

Cc: Dr. Sarah Pappas, Dr. Donald Bowman, Dr. Thomas Cleary, Dr. Carol Probstfeld, Dr. John Rosen, Ms. Peg Beck