Present:
Bechtol, Suzanne, Secretary
Darner, Julie, LWR Representative
Hessler, Diane, Chair
Lansiquot, Cecile, Building Representative
McGrath, Diane, Venice Representative
McQueen, Mike, Building Representative
Merriman, Arlene, Treasurer
Newberry, Brian, Building Representative
Pursley, Cathy, Building Representative
Sharples, Stacey, Chair Elect
Zoland, Jane, Building Representative

<table>
<thead>
<tr>
<th>Subject</th>
<th>Discussion</th>
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<tbody>
<tr>
<td>Welcome</td>
<td>The meeting was called to order at 1:05 p.m.</td>
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<td>Approval of Minutes</td>
<td>The minutes of the last meeting were approved.</td>
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<td>CEC Documentation of Important Information</td>
<td>The attendees were reminded that the document titled “CEC Important Information-Things You Need to Know To Make Your Job Easier” will be discussed and updated during the next meeting. A copy is attached to the minutes.</td>
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<td>Heart Walk</td>
<td>The 2008 Sarasota/Manatee Heart Walk benefitting the American Heart Association is scheduled Saturday, October 4, 2008. Sherry Kollar will be participating in the Heart Walk and Career Employees are encouraged to contact Sherry for information on how to participate on her team or to start a team of their own.</td>
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Arlene Merriman reported that she met with Christal Riblet regarding the cash funds available to the CEC. The Fall Picnic and the Career Employee Days are paid for through the Presidential Funds. This year $1,259.00 in Presidential Funds was approved. Due to budget constraints the Presidential Funds were reduced 30%. There is also an administrative funds account for travel ($175.00); printing/duplicating ($162.00); and office materials & supplies ($100.00). The biggest problem with the funds being reduced is we will need to balance the financial needs of the Fall Picnic and the Career Employee Days and scale back some in order to hold both events this year. There is also limited petty cash reimbursement available as per college policy.

Arlene also reported that fundraising dollars earned go into a separate “Fund 6” account. Once we receive fundraiser funds, a Fund 6 account will be opened. These funds will carry over to the next fiscal year. Any funds left in the Presidential Funds or administrative expense accounts do not carry over.
| Fall Picnic | The Treasurer reported that last year $415.00 was set aside from the Presidential Funds for the Fall Picnic and $334.30 total invoices were submitted. Since FACC has agreed to co-sponsor the event, the Picnic funds are not as scarce. FACC is going to contribute the “paper goods” such as napkins, plates, cutlery, and table cloths. Therefore the planned budget amount for the Fall Picnic is $250.00 from the CEC funds.  

The Chair presented a sheet with the Fall Picnic details and duties the CEC will handle for the event, such as the items needed and things to do before and during the event. CEC members were assigned and/or volunteered as noted.  

Unlike past picnic events where there have been contests, etc., the theme of the picnic this year will be our local community. It was resolved that with the holidays coming a food drive would be appropriate. Persons attending the picnic event are encouraged to bring non-perishable food items to “fill the truck”. The items will be delivered to All Faiths Food Bank.  

Persons attending are also asked to bring a covered dish to the event. Building representatives will remind their cluster employees to bring a covered dish or snack. |
|---|---|
| Career Employee Days | The Career Employee Days will be held March 4th and 5th at Lakewood Ranch. A Flashlight survey to learn what instructional events employees would like to have offered at Career Employee Days will follow from Suzanne Bechtol.  

The budget is the primary challenge for this event. Fortunately, the speakers for this event are paid through a separately managed account, so the food is the primary expense. After the Fall Picnic expenses, there will be approximately $1,000 available. If fundraising activities do not create additional money, the budget is small.  

The Treasurer reported that last year breakfast and lunch totaled $1,422 from John Dough. There will probably not be enough funds for both meals, so breakfast will likely be cut out, except for coffee and tea. This will allow enough money to have lunch furnished for approximately 120 attendees. CEC representatives agreed that if fundraisers generate cash and/or approved food donations are secured, then breakfast and lunch might be an option.  

The following representatives agreed to research other possibilities and report their findings at the next meeting:  
- Julie Darner will check to see if any paper goods are available from the MCC 50th Anniversary party. She will also check with Corporate and Community Development to see if they have any funds to donate for coffee and tea service.  
- Dianne Hessler will check with Peg Lowry to learn if any donors can be approved.  
- Brian Newberry will check with Public Service to see if there are any Pepsi donations available. |

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| **Fundraising** | FACCC agreed to partner with CEC in their Stonewood fundraising event.  

Dianne Hessler reported that Dee Steverson has volunteered her time toward a “dessert of the month” fundraiser. The dessert prizes will be distributed over a six-month period of time. There will be six total winners; one winner for each month. Each winner will be entitled to one dessert item during their respective month. Tickets are $2 each or $5 for three tickets. Dee will prepare a dessert menu from which the winners can select their dessert. |
<p>| <strong>Logo Report</strong> | Stacey Sharples reported on the CEC logo project. She met with Sue Wyar, the graphics instructor, and Sue’s students will help with the design project for their desktop publishing project. Stacey meets with the students October 22nd. The theme the CEC is interested in is a “bridge” theme. Thanks to Brian Newberry for this excellent theme idea! |
| <strong>Career Employee Recognition</strong> | In the ongoing effort of the committee to begin planning various career employee recognition campaigns such as “Career Employee of the Year”. Suzanne Bechtol presented some materials from FCCJ that were provided to her by the FCCJ CEC group. Representatives were encouraged to read the materials provided so discussion could be held at the next meeting. |
| <strong>“MCC Extra!”</strong> | Suzanne reported that she met with the MCC Extra editor, Linda Harrington. “MCC Extra!” is being published twice per month now. The group decided to try to strive to publish something about CEC once per month in a column titled “CEC Corner”. Suzanne will be responsible for writing the publication and working with the editor. All Career Employees are encouraged to participate by offering publishing ideas, announcements, etc. Contact Suzanne at <a href="mailto:bechtos@mccfl.edu">bechtos@mccfl.edu</a>. |
| <strong>Meeting with Dr. Hafner</strong> | A meeting is scheduled with Dr. Hafner and the CEC officers and building representatives on Wednesday, September 17, 2008, at 3:30 p.m. in the President’s Conference Room. |</p>
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<thead>
<tr>
<th>Next Regular Meeting Date</th>
<th>October 1&lt;sup&gt;st&lt;/sup&gt; at 1:00 p.m.</th>
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| Next Meeting Tentative Agenda | - Fall Picnic  
- Career Employee Days reports follow up (see above)  
- Career Employee Days Flashlight survey design  
- Discussion/revisions: “CEC Important Information-Things You Need to Know To Make Your Job Easier”  
- Fundraisers: Finalize Dessert of Month Prize  
- Career Employee Recognitions |
| Adjournment | The meeting was adjourned at 3:00 p.m. |