Welcome & Introduction of New Members

The meeting was called to order at 9:00 a.m. by Kari Makepeace, Chair. Each CSA member was introduced and provided their CSA position and campus, in addition to their Valencia position.

Continuing Education

Carolyn McMorran provided a brief overview of Valencia’s Continuing Education program and the workshops offered. CE recently moved from the Sand Lake Center to West Campus and is now located in Building 10. Carolyn distributed the CE Workshop Schedule for January to March 2013 (attachment 01) and asked that
we share the information with our colleagues. Carolyn talked about a workshop that really benefitted her, *Ways to Streamline Your Life with Outlook (attachment 02)*. There was a great interest in how the in the workshop could benefit many of us; if you are interested, the syllabus for this workshop is attached.

**Campus & Council Reports**

Each campus provided highlights of their recent meetings and plans for the coming year. More detailed electronic versions are attached for your review.

- **Criminal Justice Institute (attachment 03)**
  - Birthday celebrations
  - Palm Gardens for Easter Egg Hunt
  - Zumba Class

- **Downtown Center (attachment 04)**
  - Office move preparation
  - Reading Group
  - Supply Drive for *Take Stock in Children*

- **East Campus (attachment 05)**
  - Walking Tour with Bellmarie Munoz and Stacy Johnson to encourage new representation
  - Bake Sale/Fundraiser
  - Volunteering Event

- **Osceola Campus**
  - (no report)

- **West Campus (attachment 06)**
  - Sustainability presentation by Deborah Green
  - Monthly speakers
  - Christmas in July for *A Gift for Teaching*

- **Winter Park Campus (attachment 07)**
  - Participation
  - Mead Gardens (Learning Day volunteering)
  - Rummage Drive for LLS run
  - Pumpkin Carving

- **College Learning Council**
  - No Report

- **College Operations Council (attachment 08)**
  - Michal Ewing presented an overview of the October – December meetings. The meeting minutes are attached, and items that may be of importance to CSA members are highlighted in yellow.

- **College Planning Council (attachment 09)**
  - Donna Deitrick presented an overview of the October-December meetings. The meeting minutes and upcoming agendas are attached.

**CSLA Plans for 2013**

The possibility of providing campus-based Ice Cream Socials and school supply drives for *A Gift for Teaching* was discussed as possible collegewide activities during 2013 to encourage CSA participation. It was suggested that we consider having these activities on the same day on each campus in order to promote and publicize the activities more effectively.
Budget Update
After all expenses for the October 2012 Ice Cream Social were paid, the CW-CSLA budget balance is approximately $2,000. Funds will be distributed as noted below:

- $600 (approximately) for CSA pens for all campuses to distribute (Opening Opportunities!)
- $400 (approximately) for T-Shirts for new members of the CW-CSLA. The shirt has the Opening Opportunities logo on the left-hand side.

The available funds, after purchase of shirts and pens, breaks down to the following per campus:

- East, Osceola, West $175.00 per campus
- CJI, Downtown, Winter Park $150.00 per campus

These funds can be used to purchase any items related to the campus CSA—welcome packet supplies, door prizes, frames for Grapevine Awards, gift cards, etc. All items must first be purchased through personal funds and submitted for reimbursement; **DO NOT USE P-CARD** for purchasing items. Reimbursement procedure is:

- All items must be purchased, received, and receipts forwarded to Kari for reimbursement prior to Friday, March 1, 2013.
  - Submit to Kari Makepeace (Chair/Treasurer) a copy of the signed receipt/invoice, documenting how the funds are being used.
  - Kari submits all documentation to Annelle Rosemayer who reviews paperwork and verifies funds available, obtains appropriate signatures from Org Development, and forwards a check request to the Foundation for payment.
  - Entire process can take up to three weeks, depending on availability of approvers.

Discussion Items: Finding CW Chair-Elect / Finalizing By-Laws
- Due to time constraints, these items will be discussed at the March meeting.

Tour of Building 10
- Continuing Education tour was provided by Michael Lergier.
- Office of Information Technology tour was provided by Patti Smith.
- Collaboratory tour was provided by Michal Ewing.

Adjournment & Next Meeting
The meeting and tour adjourned at approximately 11:30 a.m. The next CW-CSLA meeting is scheduled for **Friday March 22, 2013, at Winter Park in Room 123, from 9:00 a.m. to 11:30 a.m.**

Should you have any items you would like to include in the March agenda, feel free to forward them to Kari Makepeace prior to Thursday, March 14, 2013.

Submitted by Michal Ewing