Welcome & Introduction (Nicholle Trapp)
The meeting was called to order by Nicholle Trapp, CW Chair.

Approval of Minutes (January 22, 2010)
The January minutes were reviewed and approved with corrections. Corrections will be made and distributed no later than March 25, 2010.

Campus Chair Reports
Have you met with your Provost/Administrator? What meetings have you conducted? Have you held a fundraiser or do you have plans for a fundraiser to assist with the Recognition Luncheon?

- CJI—
  - Met with Stan Stone & Jeff Goltz
AGFT Drive held (January-February)
Keith Mizelle conducting a Women’s History Month workshop
Fundraiser for Dress for Success
Fundraiser for CJI-CSA (TV)
FACC Joint Conference in April @ CJI
Dialog with CJI about attendance
Meet 3rd Thursday every other month

DTC—
Have not met with President yet
True Colors workshop at last meeting
Valentine’s Day Bake Sale yielded $85 (towards Recognition Luncheon)
AGFT Drive

East Campus—
Meets with Provosts monthly
Arlette invited to Dean’s meeting on March 3, 2010
Leadership meetings in January & February
Big Event for all staff on January 28, 2010
Fundraiser—Bake Sale—on March 25, 2010
LV Outlook in May
Reading Circle
Looking for additional representation from each building

Osceola Campus—
Kick off Provost on 2/11/2010 (gave money for June ice cream social)
Met with Connie Parrish on 3/18/2010
Fundraiser for Recognition Luncheon—will sell Book Thongs and hand-made cards
Upcoming activities
- Ice Cream Social on June 10, 2010
- Safety Presentation
- Cleaning Tips—Mary Hardaway
- Organization—Joanna Branham
Still have departments missing at meetings

West Campus—
Met with Provost; he will attend our April meeting
Safety Workshop on February 24, 2010
Fundraiser—Cinco de Mayo basket (will sell in April—proceeds for Recognition Luncheon)
How do we show our appreciation to other employees who are not Career Service?

Winter Park Campus—
Met with the Provost
Deans alternate attending each meeting
Because WPK is participating in other activities, the group is against a fundraiser at this time.

Council/Committee Representative Reports
College Learning Council (Kari Makepeace)—
Met on March 4, 2010; discussed the following:
- Program Reviews
- Valencia name change
- Document for research questions
Calendaring Committee—
  o Common definitions for Developmental Education (addressing readiness skills)
  o Jenelle & Kari made a presentation about CSA
College Planning Council (John Edwards)—
  • Met on February 25, 2010; discussed the following:
    o Keith Houck gave presentation
    o Results of Goal Teams
    o Importance of making staff aware of four (4) Strategic Goals
    o Goal 3—Invest in Each Other
      ▪ Collaboration—need to clearly define collaborative process
      ▪ Career Growth—progress made; succession planning; PEP evaluation
      ▪ Wellness—clearly define; increase awareness; include students
  • Discussion—Mentoring Program
    o Who do we need to ask questions?
College Operations Council (Michal Ewing)—
  • Cancelled meeting (February 10, 2010)
  • Grant Summary submitted
    o FLDOE, Division of Workforce Education, Perkins Act Section 132-Postsecondary: proposal will utilize state roll-forward funding from 2008/2009 to supplement the college’s 2009/2010 Perkins funds. Grant will cover costs to support targeted technical programs with purchase of educational materials, supplies, and equipment that will be identified based on priorities approved by the Provosts and CLO.
  • Next meeting scheduled for April 14, 2010

Calendar Committee—
  o Are you interested in representing CSA on this committee?
  o Email Nicholle Trapp if you are interested @ ntrapp@valenciacc.edu

Overview of Strategic Planning Goals & Upcoming Big Meeting (March 19, 2010)

Valencia’s annual Strategic Planning Big Meeting is scheduled for Friday, March 19. Susan Kelley and Amy Bosley will co-chair the meeting during which college leaders consider progress made under our current strategic plan and recommend any necessary updates. The Big Meeting plays a key role in Valencia’s Institutional Effectiveness cycle, as we consider what we have achieved, what we have learned, and how we will use that to improve future practice.
  • Those who attend the Big Meeting will provide a synopsis at our next meeting.

Employee Recognition Luncheon Update

During 2009, approximately 95+ employees were recognized on their campuses through Grapevine Awards or other recognitions. To honor these employees, they will be invited to an Employee Recognition Luncheon scheduled for June 14, 2010, from 12:00 to 2:00 p.m. at Valencia’s Special Events Center on West Campus.
  • Attendees include Dr. Shugart, Dr. Stone, CW-CSLA, and 95+ honorees
  • Anticipated cost for the luncheon is approximately $1,500; each campus will hold a fundraiser to help subsidize funds for the luncheon.
    o DTC = $85
    o CJL = $75
    o East = no amount set yet
    o Osceola = $75
Learning Day (February 19, 2010)
The Career Staff Association manned an information table on Learning Day. Those who completed a brief survey about Career staff needs were eligible for a Spa Basket drawing valued at over $225.

- Shirley Goncalves Pereira, a Documentation Specialist at the Osceola Campus, won the Spa Basket.

Leadership Valencia Workshops & Workshop Series
The surveys completed at Learning Day asked for workshop suggestions. Nicholle presented an overview of what was requested.

- A sub-committee will review the suggestions, place them in categories, and present them at the next meeting.
- We will attempt to create both individual workshops and series workshops (3-5 workshops relating to the same topic).
- The sub-committee consists of Kari Makepeace, Jenelle Conner, and Michal Ewing.

Volunteers Needed for Kids Fun Run (March 21, 2010)
The CSA will in the Valencia 5K Run, Walk, & Roll by sponsoring the Kids Fun Run and supervising Arts & Crafts after the Valencia 5K Run. This will be the 4th year of participation and volunteers are needed; set up begins at 7:00 a.m. and activities are normally completed by 10:00 a.m., so you still have the rest of the day to yourself.

- If you are interested in helping, contact Donna Sovern at x4107.

Bylaws Discussion
Changes to the Bylaws were discussed. These changes include updating the job descriptions for offices held at both the campus and CW level.

- Please review the February 26 Bylaws and provide feedback to Jenelle no later than March 31, 2010.

Adjournment & Next Meeting(s)
The meeting adjourned at 11:15 a.m. The next CW-CSLA meeting is scheduled for May 21, 2010, from 8:30 a.m. to 11:00 a.m., at the Winter Park Campus in Building 1-113.

A StrengthsQuest workshop will be held on Tuesday, March 30, 2010, on East Campus, room 3-113. Brent Nakagama will present the workshop. It offers students and educators the opportunity to develop strengths by building on their greatest talents – the way in which they most naturally think, feel, and behave as unique individuals. Grounded in Positive Psychology and the Clifton StrengthsFinder, StrengthsQuest has helped more than 500,000 people at 600 schools and universities achieve academic, career, and personal success.

Submitted by Michal Ewing