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

Approval of Minutes (July 16, 2010)
The July minutes were reviewed and approved. Motion to approve by Donna Sovern; seconded by Chris Moore.

Wellness Programs, Collegewide (Debi Jakubcin)
Debi Jakubcin shared with us the Wellness Program that she presents at the Orlando Utilities Commission. The entire program is four hours in length, but can be broken down into one-hour segments. Her mini-presentation was well received by those in attendance. She questioned whether the Career Staff Association would be
supportive of a similar program offered at Valencia, possibly in shorter segments. All agreed that Career Staff would benefit greatly.

She indicated we could show our proactive support by encouraging middle management to include Wellness as part of Valencia’s Strategic Plan and keep wellness in mind during the Professional Development Process.

Debi told us that she is now part of Human Resources and is located at CJI. She also reminded us that all employees and dependents over 18 must complete the Health Assessment in order to obtain Health Insurance for 2011 and that included providing biometrics. Valencia will offer additional times for all employees and dependents to get their biometrics completed.

**Elections for CW Chair-Elect (Nicholle Trapp)**
Kari Makepeace was elected CW Chair-Elect by a majority vote via paper ballot.

**Elections for Campus Chairs**
Nicholle polled each Campus to see how nominations and elections for 2011 are going. Osceola and West Campus are looking for both Chair and Chair-Elect, and so far have had no response to the call for nominations. CJI, East, and Winter Park Campuses currently have Chairs for 2010 and are accepting nominations for Chair-Elect.

In order to fill all positions prior to the Goals Meeting in November, each campus may need a Plan B to recruit nominations. Best scenario is that all positions should be filled by October 1. Campus Chairs may want to post notices on departmental bulletin boards. Also, Chairs may want to ask to speak briefly to the IAC (Instructional Affairs Council) to garner support from the Academic Deans (contact Joe Bivins if interested).

**ByLaws Special Meetings (Jenelle Conner)**
Two special meetings are scheduled to update and finalize the CSA Bylaws. CW-CSLA members may attend in person or electronically.

- September 22, 2010 – 11:00 a.m. to 11:30 a.m., West Campus, SSB-171J
- September 27, 2010 – 2:00 p.m. to 2:30 p.m., East Campus, 3-113

**Leadership Development (Joanna Branham)**
*You Don’t Need a Title to be a Leader* was presented by Joanna Branham, past CW-CSLA Chair. The informative presentation encouraged all of us to think outside the box when looking for potential leaders.

Our current goals were discussed. Question was asked, “Can you name our current goals?” Many of us could not mention our four goals, which are:

- To address employee concerns.
- To provide staff development opportunities.
- To provide community outreach opportunities.
- To raise awareness about the Career Staff Association and its benefits.

It was suggested that
- Goal cards be printed and kept on our desks at all times. Print enough copies for each Chair, Chair-Elect, and Secretary/Treasurer so everyone would focus on goals.
• Pass Goal cards out at each meeting
  o Each meeting should focus on active goals.
  o “Does this apply to one of our goals” should be asked any activity is pursued.

2011 Goal Meeting (Jenelle Conner)
The 2011 Goal Planning Meeting is scheduled for Friday, November 12, 2010, from 8:30 a.m. until 1:00 p.m. It will be held on West Campus, Building 11, Room 106 (University Center). This is the same location as last year’s Retreat.

2011 Retreat
The 2011 Retreat is scheduled for January 28, 2011, at CII, Room 140. It is a full-day event for ALL 2011 CSLA members. Ex-officio members for 2010 are also invited. Jenelle will present more details at the 2011 Goal Meeting.

Campus & Committee Reports
Reports were distributed electronically prior to the meeting.
  • Winter Park Campus is holding a Spa Basket fundraiser with all proceeds going to A Gift for Teaching. Tickets can be purchased from Vivian or Brian.

Adjournment & Next Meeting (s)
The meeting adjourned at 11:00 a.m. The next CW-CSLA meeting is scheduled for November 12, 2010, 8:00 a.m. until 1:00 p.m. on West Campus, Bldg 11, Room 106 (University Center). Breakfast and pot luck lunch will be served.

Submitted by Michal Ewing