

Present: Lynda Bykerk-Rupke (ELC), Rita Cooper (CECI Dean's Office), Wei Gu (T&L), Mark Hoffman (CECI Dean's Office), Patty Janes (SCLD), Chris Kierkus (SCCJLS), Jamie Langlois (SSW), Kel Nemetz (OCA), Rui Niu-Cooper (LEFT), and Wendy Swalla (CEP)

Absent: Laura Kastler (CECI UAC) and Nicole Van Oesen (CECI UAC GA)

1. Minutes from December 14, 2022, and January 11, 2023, were approved.

2. College Awards

- Jamie thanked everyone for completing the survey. The results were unanimously approved to reinstate the following awards:
 - Administrative Professional Commendation
 - Professional Support Staff Commendation
 - Emerging Community Engagement Initiative Award
 - Outstanding Contribution in a Discipline
 - Internationalization Award
 - Outstanding Teacher Award
 - Outstanding Mentor Award
 - Outstanding Service Award
 - CECI Collaboration Award (new proposed award)
- Jamie distributed the [CECI Awards Reference Table](#) created by her GA, along with the [College Awards Decisions document](#) for review.
- Everyone agreed to open the nomination process on February 17 with nominations due by March 20. Award decisions will be made during an additional meeting to be held on March 29 in 303C DEV from 12:00-2:00p.m.
- CACC will determine all award recipients.
- The committee decided on a \$500 monetary gift (pending approval from the Dean), plaque and recognition at the CECI Winter Meeting for each award recipient. The Collaboration Award will recognize all involved.
- Award recipients may only receive an award every five years, and any new nomination must be related to the most recent five years.
- It was agreed to include University nominations that were not chosen at the university level to be automatically considered at the college level. CACC would only review the recommendation letter provided by the unit head or committee and NOT the rest of the candidate's materials. Furthermore, nominees would be given the opportunity to write 250 words, like the other nominees to say why they feel they are a good fit for the award.
- Jamie proposed two awards per category; however, the committee decided to only allow one award per category so the award would feel more significant.

- Nominations can be submitted by anyone in CECI: faculty, administrators, staff, or students. They can also be made by adjuncts, community partners, alumni or self-nominate.
 - Discussed the necessary requirements which would be a nomination form and a statement from the nominator (750 words or less) emphasizing the nominee's qualifications. No CV or resume needed. The nominee would have the option to add 250 words or less about why they feel they are a good fit for the award.
 - Nominations will not be allowed to rollover because the nomination process is less arduous than in the past.
 - Kel will ask Jeffrey Rollins about creating a Qualtrics nomination form.
 - Jamie will email all nominees to see if they wanted to provide more information about why they are a good fit for the award.
 - A few clarifications were made:
 - The Faculty Governance Committee is okay with CACC handling the college awards.
 - The bylaws give CACC the oversight to decide on the awards process.
 - The Scholarship Awards Committee (SAC) will continue to manage the University awards and student scholarships, leaving the college awards to CACC. CACC will also reach out to the Staff Executive Committee, SAC, Faculty Governance Committee, unit heads, and other entities that have nominated people in the past to request nominations.
3. Kids Food Basket (KFB) and Social
- KFB items were distributed at the end of the meeting.
 - KFB Social is scheduled for Tuesday, February 28 from 12:00-2:00 p.m. in the Hager-Lubbers Exhibition Hall (105E DEV) with hors d'oeuvres and refreshments provided by the Dean's Office.
4. Previously Tabled Items
- Organizational Flowchart – Tabled for Rui's input.
 - University Awards – Mark checking with other colleges on their process.

Future Meetings:

Wednesday, March 15 at 10a.m. in 303C DEV

Wednesday, March 29 at 12:00 p.m. in 303C DEV (Determining award recipients)

Wednesday, April 12 at 10a.m. in 303C DEV