



**Present:** Paul Bylsma (ELC), Rita Cooper (CECI Dean's Office), Mark Hoffman (CECI Dean's Office), Christopher French (CECI Grad Student), Raymond Higbea (SCLD), Jamie Langlois (SSW), Kelly Lormand (T&L), Melanie Rabine-Johnson (CECI UAC) via Zoom, Rui Niu-Cooper (LEFT), Courtney Topić (SCCJLS), and Raul Ysasi (T&L)

**Absent:** Shelly Page (OCA)

**1. Minutes**

- The December minutes were reviewed. A motion was made to approve the minutes, seconded, and unanimously approved.

**2. CECI Awards Process**

- The awards timeline was reviewed and approved and will be posted on the awards webpage, along with the evaluation rubric.

**Friday, January 23** – initial email to be sent to college

**Friday, February 20** – nominations are due via Qualtrics

**Friday, February 27** – nominees will be notified via email and invited to accept or decline this nomination

**Friday, March 6** – nominees will be invited to accept or decline their nomination.

Accepted nominations will be invited to submit a statement supporting their nomination.

**Friday, March 13** - all nominations and supporting statements are compiled into a big spreadsheet for groups of 3–4 CACC members to review.

**Wednesday, March 18** - small groups meet to discuss how they rated each nominee and select the recipients. Groups are responsible for selecting winners and a short blurb to be read about the award winner at the CECI Year End meeting.

**Friday, March 20** - Paul will notify the award honorees and invite them to receive their award during the CECI Year End meeting.

**Action item:**

Jamie will forward the evaluation rubric to Rita. Rita will post the awards timeline and rubric to the awards webpage.

**3. Adding a CACC Member**

- Paul announced Bill Herbst as the new CECI communications lead. Bill will support communications efforts within CECI and the College of Engineering. He has been at GVSU for three years as Executive Associate for Presidential Communications and brings extensive journalism experience.
- Mark explained that the Provost requested balanced representation across colleges for marketing and communications. Following discussion, the committee reached

consensus to invite Bill to a CACC meeting to learn more about his role.

**Action item:**

Paul will invite Bill to attend the February 11 CACC meeting.

**4. Kids Food Basket (KFB)**

- Paul provided an overview of the KFB competition which will be held the month of February with the bag-a-thon on February 19 from 11 a.m. to 1 p.m. in the Hager-Lubbers Exhibition Hall. Food provided.
- Previously, the competition involved units using colored bags and monetary donations. Members discussed competing against another college this year, and Seidman was selected.
- Past outreach to other associate deans with no response.
- Courtney volunteered to coordinate this year's flyer with support from other CACC members.
- The Dean's Office will distribute bags, colors, and markers and will tally completed bags.
- Rita will ask Victoria about using stencils this year.
- All monetary donation receipts will be sent to Rita for tracking.

**Action items:**

- Paul will reach out to Seidman colleagues to gauge their interest in this friendly competition.
- Rita will forward past flyers to Courtney.

**5. Follow Up from Previous Meetings**

- Jackie Doyon-Martin shared that MDOC recognized CECI in the *Corrections Connection* newsletter for the hats and gloves drive.
- Replenish exceeded expectations this year and was very successful.
- For the Fall Give Back event, Barb Lubic suggested Storehouse as a potential partner. The group needs to determine whether there is a cap on volunteer participation and continue identifying additional organizations.
- Discussion continued regarding a networking or professional event with student organizations:
  - Christian agreed with a tabling event with snacks and offered to help organize.
  - Raul mentioned external professional organizations for education students.
  - The idea of an awards newsletter was raised, including guidance on required nomination materials and letters of recommendation.

**Action items:**

- Add student organization networking/professional event to the February agenda.
- Raul/Kelly will check on volunteer capacity at Storehouse.

**6. Follow Up from the CACC Charge**

- Members were reminded to encourage colleagues to submit newsworthy items to Victoria for *CECI Connections*.
- The committee is still in need of a graduate representative.

**Action item:**

- o Follow up with AD Bailey-Fakhoury regarding Anti-Racism Social Justice Committee outcomes.

**Reporting back to units:**

- 1) Share the awards timeline and nomination process with colleagues.
- 2) Continue to submit to *CECI Connections*!
- 3) Get ready for KFB!

**Upcoming Meetings:**

Wednesday, February 11 at 11:00 a.m. in 303C DEV

Wednesday, March 4 at 11:00 a.m. in 303C DEV

Wednesday, March 18 at 12:00 p.m. in 303C DEV (Awards Meeting) – Lunch provided

Wednesday, April 8 at 11:00 a.m. in 303C DEV