



Present: Paul Bylsma (ELC), Mark Hoffman (CECI Dean's Office), Christopher French (CECI Grad Student), Jamie Langlois (SSW), Kelly Lormand (T&L), Mei Mah (CEP) via Zoom, Courtney Topic (SCCJLS), and Raul Ysasi (T&L)

Absent: Rita Cooper (CECI Dean's Office), Raymond Higbea (SCLD), Melanie Rabine-Johnson (CECI UAC), Shelly Page (OCA), and Rui Niu-Cooper (LEFT)

1. Minutes

- The minutes were reviewed, and a motion was made to approve the minutes for November. The motion was seconded and unanimously approved.

2. Replenish Donations

- Reviewed CACC publicizing efforts
 - Orchestra Concert – Replenish items were donated, announcements were made about Replenish at intermission, and word spread to those that were not aware of Replenish before.
 - Fall Social – The Social was well attended. The rhythms were changed due to the CECI QuickTalks with more colleagues attending after the Quicktalks and less as the event progressed. Usually offered on Thursdays, maybe shift to Wednesday for next year to accommodate varying teaching schedules.
 - Emails encouraging colleagues to donate were helpful.
- Thoughts on the process? What went well, what can be improved for next year?
 - Continue with the current process. This year saw a lot of good participation as the federal government made cuts to food assistance programs.
- Invitation: Count donation items
 - The Replenish Google Sheet will be shared to ensure the counting is consistent and communal.
 - Once all of the donations have been counted, the boxes will be moved to their original locations for pickup on Monday, December 8.
 - 202C DEV (CECI Dean's Office)
 - 391C DEV (School of Social Work)
 - 501C DEV (Hauenstein Center)

3. Hat/Glove/Sock Drive Update

- Courtney summarized the total donated items which were 26 pairs of gloves, 17 hats, 22 pairs of socks, and 2 skeins of yarn.
- This is not a yearly drive, but a one off with a particular need this year. We can see if it will become an annual drive that could pair with the Replenish Food Drive. Having this additional drive within the community complements our mission both internally and externally.

- Perhaps in the future, we can find a community need to partner with the Replenish Food Drive? One of the units could organize the community-focused need.

4. Entrance Display Case

- Everyone agreed to include student deadline dates and events for the next display. A sample list is listed below:
 - Classes End and Commencement: December 6
 - Exam Week: December 6-13
 - Exam Jam Resources and Events
 - CECI Advising WAVE event
 - “Residents must be out of their units for semester break within 24 hours of their last final exam or by 10:00 p.m. on Saturday, December 13”
 - Grades Available to Students: December 18
 - Winter 2026 Classes Begin: January 12
 - Winter 2026 Drop/Add/Refund Schedule
 - FAFSA Priority Deadline: March 1
 - 2025-2026 Advanced Registration Schedule: March 17 - April 2
- QR codes will be added where there are links, and make sure they are not right next to each other.

5. CECI College Awards

- Start communicating these awards to our units and encourage colleagues to think about people to nominate.
- The process was reviewed with some changes:
 - Not anonymizing the forms.
 - On the form, we can instruct nominators to use prefixes and initials instead of names.
- Proposed timeline:

Announce college awards **on January 23** instead of January 26?

Nominations are due on **March 6 (day before Spring Break)?**

Nominees are notified via email **no later than March 13?**

Nominees are invited to accept or decline their nomination, and if accepting, to submit a statement supporting their nomination **by March 20?**

CACC members are organized in groups of 3-4 to review assigned award nominations **by March 23?**

All of the nominations and supporting statements are compiled into a big spreadsheet for groups to review **by March 25?**

CACC small groups meet **on April 1?** To discuss how they rated each nominee and select the recipients (lunch provided?). Groups report out their winners **on April 1?** Alongside a brief blurb that Paul can give at the CECI Winter Year-End Meeting **on April 13.**

Paul notifies award honorees **by April 3?** And invites them to receive their award during the year-end meeting **on April 13.**

6. CACC Representative Question

- Rita posed the question, “If a CACC representative could serve on the committee remotely, given that the University has approved their accommodation to teach remotely.”
 - How does serving remotely impact a committee member’s ability to live up to CACC’s charge, if at all?
 - Is there an obligation to attend events?
 - A lot of our work is done via email.
 - Zoom accommodations could be provided.
 - Are there expectations for people to physically attend events or physically help out with things that need to be done (e.g., moving Replenish boxes)?
 - Point of the committee is to get to know different people, which is why these meetings are in person to begin with.
 - Does someone working remotely offer a new perspective that wouldn’t otherwise be considered? Could they help us think about folks who also work remotely and are rarely in the office?
 - The university accommodation is different from others who don’t have that accommodation. It becomes less a matter of individual preference and more a matter of university allowance.

7. Future Considerations

- How have we improved communication?
- There was a statement about a potential awards newsletter.
- How are we promoting city campus events and other department events?
 - Are we doing it well?
- We discussed holding a networking/professional event for student organizations’ representatives.
- Student representatives on the committee (maybe discuss this today)?
- What happened with the Anti-Racism Social Justice Committee? Did they change their name or keep it? Where are their bylaws being held (by us)?

Reporting back to units:

- 1) Submit to CECI Connections! Consider different celebrations: fun campus events (e.g., Wellness and Vibrancy), presentations, publications, student research projects, notable internships, awards, etc.
 - a. This isn’t bragging or drawing attention to ourselves…it’s answering a common request from colleagues to the Dean’s Office to hear more about what the college is doing!
- 2) Even though the Replenish Food Drive is over, you can still donate. More information is found at gvsu.edu/basic/.
- 3) Start thinking about College Awards. List of awards and nomination information available through the [College Awards webpage](#).

Upcoming Meetings:

Wednesday, January 14 at 11:00 a.m. in 303C DEV

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

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

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

