CACC Monthly Meeting Agenda
Wednesday, December 3, 11 a.m.– 12 p.m.
DEV 303C or Zoom

Invited: Shelly Page, Paul Bylsma, Rita Cooper, Christopher French, Raymond Higbea, Mark Hoffman, Jamie Langlois, Kelly Lormand, Mei Mah, Melanie Rabine-Johnson, Rui Niu-Cooper, Courtney Topic, Raul Ysasi

Agenda Items

Approve Draft Minutes ([11/5 Draft Minutes](#))

Replenish Donation Boxes
- Reviewing CACC publicizing efforts
    - Orchestra event
    - Fall social
    - Emails encouraging colleagues to donate
- Thoughts on the process? What went well, what can be improved for next year?
- **<mark>Invitation</mark>**: help us count the food donation items on Friday!
    - What time works for folks? Can you bring a friend?
    - We will count all of our donations for Replenish and move the boxes back to where they were originally placed before pickup on Monday, Dec. 8
        - DEV202C (CECI Dean's Office)
        - DEV391C (School of Social Work)
        - DEV501C (Hauenstein Center)

Update: Hat/Glove Drive
- Feat. Courtney Topic, JD

Entrance Display Case
- Do we want to include a list of dates for students to be aware of? Sample list is 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 10:00pm on Saturday, December 13, 2025](#)."
    - Grades available to students: December 18
    - Winter 2026 classes begin: January 12
    - [Winter 2026 Drop/Add/Refund Schedule](#)
    - FAFSA Priority Deadline: March 1, 2026
    - New course registration: March 17 - April 1

CECI College Awards - [Full List Available Here](#)
- Start communicating these awards to our units and encourage folks to think about people to nominate.

- [Review the process](#):
  - We get the word out on **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 grouped 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**.

CACC Representative question
- From Rita: Can a CACC representative serve on the committee remotely, given that the university has approved them to teach remotely?
- We don't have any committee obligations to actually go to events and a lot of our work is done via email.
- How does serving remotely impact a committee member's ability to live up to CACC's charge, if at all?

Other Items for Future Consideration
- 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 up to!
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 [this embedded link](#)