

Present: Suzanne Cohrs (ELC), Rita Cooper (CECI Dean's Office), Mark Hoffman (CECI Dean's Office), Lynnea Santoyo (LEFT), and Rayshena Wilson (SCCJLS)

Absent: Trenton Beamon (CECI UAC), Jason Cronkrite (OCA), Mei Mah (CEP), and Quincy Williams (SCLD),

1. Minutes for December 16 were unanimously approved.
 2. Committee Representation
 - Lynnea shared her [Google doc](#) with representation ideas. We discussed the current structure and brainstormed alternatives.
 - The committee discussed and agreed to add a Dean's Office representative to the Staff Executive Committee. Mark outlined the process in adding this to the current staff bylaws.
Action Item: Lynnea will contact Emily Nichols, chair of Faculty Governance (FG), for approval. Once approved by FG, the change will be added to the college-wide ballot for a vote.
 3. AP Awards
 - The call for nominations for the AP awards was due February 17. Too tight of a timeline to submit nominations for this year. The following questions were raised regarding this process.
 - What would the process look like?
 - Is that a part of our charge?
 - What are the criteria for submitting a candidate?
 - Our goal moving forward would be to submit a nomination for each of the categories: Achievement Awards, Commitment to Diversity Award, Commitment to Students Award, Innovation Award, Outstanding Team Project Award, and Service to Community Award. The proposed timeline would be:
 - November – a call for nominations
 - December – compile nominations
 - January – choose candidate for submission
 - Mark suggested we focus on submitting nominations for the AP/PSS Commendations given by the College this year.
 - Two ad hoc committees were proposed: a PSS and an AP. These committees will gather nominations and make a recommendation to CACC.
Action Item: Rita will send Lynnea descriptions for the AP and PSS Commendations.
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Upcoming Meetings

Thursday, March 16 – 303C DEV

Thursday, April 20 – 303C DEV

All meetings will be held between 2:00 to 3:00 p.m.