

CACC Meeting Agenda
Tuesday, September 1, 11 a.m.–noon
DEV303C or Teams Meeting (Monthly Meetings Channel)

Invited: Zohra Asad, Paul Bylsma, Rita Cooper, Christopher French, Bill Herbst, Raymond Higbea, Mark Hoffman, Kelly Lormand, Mei Mah, Rui Niu-Cooper, Shelly Page, Simon Reeves, Courtney Topic, Raul Ysasi

Tentative:

Present:

Absent: Raymond Higbea

Teams:

- 1. Approve Summer Retreat (5/14) Meeting Minutes.** Minutes are available in our Teams channel under the “Monthly Meetings” subchannel.
- 2. Debrief College Kickoff Meeting.** Thoughts on trivia for the icebreaker? Any other ideas for future meetings?
- 3. Give-Back Event: New City Neighbors, September 25, 9 a.m. – 12 p.m.**
Subcommittee members: Kelly, Rita, Mei, Shelly.
 - a. CACC Members to inform units of the event and encourage RSVPs before September 17
 - b. September 14: Send college-wide email to all CECI members reminding them of the event and encouraging RSVPs by September 17
 - c. September 17: Registration closes. Late registrations to contact Paul? Shelly? Kelly? Rita?
 - d. September 21 Send email to all participants with relevant information, including what to wear, where to park, food allergies and a final request to know if they still plan to attend. We provide final numbers for lunch EOD 9/23.
- 4. University Awards.** Paul and Kelly to send out information to unit heads once confirmed with the dean’s office and Shawn’s absence. [More information on University Awards.](#)
 - a. Units meet to build consensus on nominations.
 - b. Unit heads send dean’s office list of nominees and respective awards.
 - c. Unit heads work with nominees to develop award portfolios
 - d. Nominees submit portfolios to dean’s office by a certain date
 - e. Dean’s office submits all award portfolios to respective awards by deadline
 - i. Some exceptions here, depending on the award.
- 5. Fall Subcommittee Updates**
 - a. **Rhett the Dinosaur:** Jamie and Christopher
 - b. **University Awards Portfolio Workshop:** Raymond and Courtney
 - c. **Entrance Display Case:** Mark and Paul
 - d. **Student Organization Tabling/Networking Event:** Simon, Christopher, Paul

6. Action Items to Take Back to Units

- a. RSVP for the Give-Back Event (registration link)
- b. Encourage units to nominate people for university awards (award info)
- c. Keep looking for Rhett
- d. Submit to CECI Connections (email Victoria Stubbs)
- e. Identify communication gaps and provide recommendations for improvement

7. Upcoming Meetings

- a. Tuesday, October 6 at 11-12 p.m.
- b. Tuesday, November 3 at 11-12 p.m.
- c. Tuesday, December 1 at 11-12 p.m.
- d. Tuesday, January 12 at 11-12 p.m.
- e. Tuesday, February 2 at 11-12 p.m.
- f. Tuesday, March 2 at 11-12 p.m.
- g. Tuesday, April 6 at 11-12 p.m.