



Present: Zohra Asad (SSW), Paul Bylsma (ELC), Rita Cooper (CECI Dean's Office), Mark Hoffman (CECI Dean's Office), Kelly Lormand (T&L), Mei Mah (CEP), Shelly Page (OCA), Courtney Topic (SCCJLS), and Raul Ysasi (T&L)

Absent: Christopher French (CECI Undergrad Student), Raymond Higbea (SCLD), Rui Niu-Cooper (LEFT), and Simon Reeves (CECI Grad Student)

1. Minutes

- The Summer Retreat (May 14) minutes were reviewed. A motion was made, seconded, and unanimously approved.

2. Debrief College Kickoff Meeting

- Trivia icebreaker went well; however, there was some confusion with the acronyms.
 - The activity moved too quickly and needed more time for discussion.
 - Consider creating an acronym quiz featuring acronyms from across the college.
- Paul thanked Shelly for making the Give-Back announcement during the kickoff meeting.

3. Give-Back Event – New City Neighbors | September 25 from 9 a.m. – 12 p.m.

- Paul asked everyone to encourage their units to participate and RSVP by September 17.
- Registration will close Thursday, September 17. Late registrations will need to contact Paul and/or Kelly. This information will be included in the registration form.
- Shelly will submit final lunch numbers to NCN by September 23.
- Nametags will be provided, along with a digital thank you featuring photos from the event.

Action Items:

- Send out calendar invites to your unit and include the [registration link](#) in the email invite.
- 9/14 - Send college-wide email to all CECI faculty and staff reminding them to register for the event.
- 9/21 - Rita or Shelly will email all volunteers relevant event information, including what to wear, where to park, food allergies, and a final request to confirm attendance.
- Rita will ask Bill about taking photos or having someone from University Communications attend.

4. University Faculty Awards

- University award nominations are due to the Provost's Office by November 1.
- The deadline for AP Awards is expected in February; additional information to come.
- A detailed process should be created and communicated to the units.

Action Items:

- Paul/Kelly to send an informational email to Unit Heads once they have confirmed Shawn's replace with the Dean's Office.
- Paul will follow up on the AP Awards timeline and University Awards nomination portfolio due dates.

5. Fall Subcommittee Updates

- Rhett the Dinosaur (Jamie and Christopher)
 - Jamie and Christopher will be meeting soon to discuss and finalize plans for Rhett and will report back to the group.
 - For now, Rhett will serve as the CECI mascot and travel with various members of the committee, including:
 - Kelly's seminar on 9/1
 - Shelly's trip to the UP
 - Our Give-Back event on 9/25
- University Awards Portfolio Workshop (Courtney and Raymond)
 - Courtney and Raymond are meeting soon to discuss specifics of the portfolio workshops and will report back to the group.
 - Courtney discussed the idea with her Unit Head, Jackie Doyon-Martin, who suggested that the Dean's Office could serve as a neutral party to share information or host workshops.
 - Workshops could assist nominees with developing their portfolios, similar to the FTLC format.
 - Possible workshop in the winter semester for college awards.

Action Item:

- Courtney and Raymond will identify dates/times to host portfolio workshops.

- Entrance Display Case (Mark and Paul)
 - Mark gave an update on the entrance display case and the newly acquired display cases on the second and third floors.
 - Mark will rotate new pictures/information every week or so to keep displays current.

Action Item:

- Forward any photo and short writeup to Mark highlighting activities and accomplishments within your unit.

- Student Organization Tabling/Networking Event (Paul, Simon, and Christopher)
 - Paul and Christopher will connect with student organizations and gauge interest in potential events.
 - Possible event formats include:
 - Tabling in the Atrium
 - Networking/info session
 - An event with the Dean

- SCLD hosts a new graduate meet-and-greet with refreshments as a way to get to know each other.

6. Action Items to Take Back to Units

- RSVP for the Give-Back Event
- Encourage units to nominate people for university awards
- Keep taking Rhett places
- Send updates (photo and writeup) to Mark for the bulletin boards. Something that has happened over the past five years to keep materials fresh. *Historic
- Submit to CECI Connections (email Victoria Stubbs). *Current
- Identify communication gaps and provide recommendations for improvement

Upcoming Meetings:

Tuesday, October 6 at 11-12 p.m.

Tuesday, November 3 at 11-12 p.m.

Tuesday, December 1 at 11-12 p.m.

Tuesday, January 12 at 11-12 p.m.

Tuesday, February 2 at 11-12 p.m.

Tuesday, March 2 at 11-12 p.m.

Tuesday, April 6 at 11-12 p.m.

All meetings are held in 303C DEV.