

Present: Lynda Bykerk-Rupke (ELC), Rita Cooper (CECI Dean's Office), Mark Hoffman (CECI Dean's Office), Alex Jacobsson (OCA), Patty Janes (SCLD), Laura Kastler (CECI UAC), Chris Kierkus (SCCJLS), Jamie Langlois (SSW), Rui Niu-Cooper (LEFT), Wendy Swalla (CEP), and Nicole Van Oesen (CECI UAC Graduate Student)

1. Approved Minutes from August 22, 2022.
2. Meeting Dates/Times
  - Plan on in-person meetings, if possible.
3. Bachelor Student
  - Jamie reached out to a potential candidate but has not heard back yet. She asked others to reach out to potential students.
4. T&L Representative
  - Jamie spoke with Ellen Schiller, unit chair for T&L. She recommended three candidates which happens to be affiliate faculty which we also need to fulfill committee representation.
  - Units need to approve selected committee rep.
  - No policy on vacant seats.
5. Clean-Up Event
  - Jenn Boverhof with Ryan Marketing Group is designing the artwork.
  - The committee decided on Laker blue t-shirts.
  - Patty encouraged everyone to reach out to colleagues to register.
  - Rita will send an invite to CECI faculty/staff ASAP.
  - Patty described the schedule of a typically Michigan Cares for Tourism (MC4T) event and will operate in the same manner for this event.
  - Patty mentioned the extra welcome bags leftover from the MC4T event held on September 11-12 that will be given to volunteers.
  - Patty and Jamie will meet with Joe Sulak from the GR Parks and Recreation to finalize projects on Friday, September 16.
  - CACC will assist in the setup, welcome volunteers as they arrive, and distribute snacks/water throughout the day. MC4T board members will lead projects with parks representatives.
  - Project assignments will be randomized amongst the units – Patty typically likes to ask volunteers their preference on projects.
  - Alex will not be able to attend this event due to work commitment in Allendale.

- Jamie shared the thank you card she created that will be distributed to all the volunteers. The committee would like to have the dean and associate deans sign the card.
- Clean-up day schedule below.

#### 6. Bylaw Charge

*The first bylaw charge is to assess and foster regular communication to inform units about awards, programs, opportunities, meetings, and events (e.g., e-newsletter, Discord, messaging).*

- Discussed our role in relationship to the e-newsletter.
  - Mark did email all committee reps to share any information. Not all committees have met yet – still early for committee news.
- Discussed delivery and deadline for submissions.
  - News must be submitted by the end of the month with delivery the first week of the month.
  - Include e-newsletter on the website.
- Jamie asked for first impressions. Feedback included:
  - Too long
  - Create a structure or template
  - Highlight collaborations
  - Key elements first

#### 7. Next Meeting Agenda Items

- Feedback on the e-newsletter

Next meeting is scheduled for Wednesday, October 12 at 10 a.m. in 303C DEV.

# October 7<sup>th</sup> Schedule

## CECI Service Event

Times	Scheduled Activity	People
7:30 am - 8:30 am	Set-Up	Michigan Cares for Tourism Board & Repeat Volunteers Patty & Rita
8:00 am	CACC Arrive & Assist with Set-up	Mark, Laura, Nicole, Rui, Lynda, & Wendy
8:30 am	CACC welcome and direct early volunteers Breakfast	Mark, Laura, Nicole, Rui, Lynda, & Wendy
8:30 am -	Registration: Give out registration bags	
9:00 am – 9:15 am	Welcome Remarks -Joe Sulak, City of Grand Rapids Parks and Recreation Superintendent -Mei Mah or Board Member, Groundswell -Dean Soman, GVSU College of Education and Community Innovation -Jamie Langlois, Chair of CECI Advisory and Communication Committee	
9:15 am	Team Leads direct volunteer groups to their volunteer location	
9:30 am – 12:30 pm	Volunteers checking on teams and handing out waters and snacks	
12:45 pm	Team leads gather tools and return items to trucks	
1pm	Debrief – Team leads share what they accomplished Dean Soman hands out thank you/parting gift Volunteers eat lunch	