



CAC Meeting Minutes
February 10, 2014
1:30 p.m. - 297C DeVos

Present: Mike Sciarini, Joanne Ziembo-Vogl, Carly Hilinski, Diane Kimoto-Bonetti, Jennifer McCaul, Mike Moody, Dean Grant (after returning from Lansing), Guest: Tera Qualls

Absent: Patty Stow-Bolea

Prior to the start of today's meeting, Tera Qualls reviewed her role and current initiatives. Tera works with Professional Support Staff re: department websites and marketing, best practices, branding, and press releases. Tera commented that Dean Grant would like each department to have a marketing brochure...the price is relatively cheap at \$300 for 500 brochures.

Tera is working with Priscilla Kimboko on the CCPS 10th Anniversary Celebration to be held next fall and asks that anyone with ideas to email her. She discussed a CCPS Alumni Association with a representative from each department/unit as a way to create an alumni support structure and to keep engaged with CPPS alumni.

Tera requested that department PSSs be advised to include her on any department announcements or emails. Tera is working with Shelly Irwin of WGVU re: the possibility of a CCPS-focused, once a month, radio broadcast.

Jennifer McCaul brought up that CCPS is the only college without a table banner used for high school visitation and freshmen major exploration events. Tera responded that she would obtain a banner for CCPS out of her budget.

- I. There were no corrections to the December minutes
- II. Old Business
 - A. There were no editions to old business.
 - B. **CCPS Bylaws** - An addition will be made under #4 – Length of Terms – that will allow for an interim member should a current CAC member experience a semester-long absence. This proposed addition will be exhibited at the CCPS Winter Meeting on February 19th, a discussion forum will be held online, and a vote taken in conjunction with committee elections. The co-chairs will distribute proposed wording next week.
- III. New Business
 - A. There were no additions to new business.

- B. **CCPS Winter Meeting** – A discussion ensued regarding the goals of the winter meeting and the best way to achieve those goals. The issue of venue entered into the discussion of goals. CAC members asked that the venue be changed in order that faculty could engage with each other (thus, contributing to building a sense of community) as happens at the fall meeting...a venue that allows for round table seating. Dean Grant agreed to find a new location for future winter meetings. Seidman was suggested as a possibility as was the Exhibition Hall.

Also raised was the issue of having a standing date for the winter meeting in order to facilitate unit scheduling. The first Wednesday of February was suggested and agreed to by Dean Grant. Members should take this possible date back to their units for discussion and feedback.

- C. **CCPS awards and commendations update** - CAC representatives are to collect money for AP/PSS commendations – The newly created Dean’s Commendations for APs and PSSs will be announced at the CCPS Winter Meeting. Commendation recipients will be announced at the fall meeting and it was discussed and decided that those commended will receive a plaque and a \$250 honorarium.

Due to union issues, the plaque and monetary award for the PSS commendation may not come from the college budget. Thus, an email will be sent to faculty and staff (not to PSSs) asking for contributions to fund the PSS commendation. Dean Grant suggested two dollars per person. At a previous meeting, Dean Grant stated he would personally contribute any additional funds needed should faculty/staff contributions not cover the cost of the PSS plaque and honorarium.

- D. **Elections** – Due to a decreased number of faculty, Dean Grant reported that UAS representation has dropped by one person (from four to three) and will again rise to four representatives next fall.

The Undergraduate Research Council is now an elected, rather than an appointed, position. Chris Kierkus volunteered to fulfill Soehee Chang’s current USG responsibilities and nominations for this position will be included in the upcoming election process. Soehee’s term on the Outstanding Service Award Committee will also be included in the upcoming election process.

- E. **Procedure Manuals** – Dean Grant discussed the creation of personnel procedure manuals to be created by the College Personnel Committee. Dean Grant asked that the CAC review drafts of these manuals once they are created.

- F. **Dean’s Up/Down Comments, Concerns, Issues**

CCPS 10th Anniversary – Dean Grant asked members to inform their departments re: a 10th anniversary during next Fall Semester...should anyone have ideas; pass these on to Dean Grant. Areas that unit heads and departments should think about pertaining to the 10th anniversary include: information about how long have programs been in existence; bringing back former unit heads to join in the celebration; programs with which units have been involved; how to celebrate who

we are and what we do; and determining the best avenue to celebrate CCPS accomplishments.

CCPS Student Retention – How does student retention impact the college? Is there something we can do differently if retention is an issue at the college level? Jennifer McCaul has college-level retention information that she will share at the end of the semester – information from the Student Success Collaboration.

Jim Edwards – Jim is now on long-term disability and a search for a new director will be held.

NOBLE (National Organization of Black Law Enforcement) – Dean Grant announced that Grand Rapids was selected as the venue for this year's annual NOBLE conference and that the college will be involved in the conference. The college will be noted in conference materials, placards, and advertisements. Conference dates are July 12th to the 17th – 1300 officers will convene at DeVos Place. Dean Grant would like to involve the Police Academy recruits. NOBLE will host a program for youth (ages 13-18) that will involve GRPS students. NOBLE will sponsor a female executives banquet. Local executives will be included in conference activities. Dean Grant mentioned the great degree of visibility that will emerge from the CCPS collaboration with NOBLE during their conference. It is hoped that NOBLE will so enjoy Grand Rapids and the extent of CCPS collaboration that the organization will return in subsequent years. The dean also mentioned that the National Association of Chiefs of Police was in town last week.

National Advisory Council – In addition to the student council (mentioned below), Dean Grant discussed the potential for creating a National Advisory Council.

G. CAC's Down/Up Comments, Concerns, Issues

Student Advisory Council? – Mike Moody asked if a student/grad student advisory council existed. Dean Grant favored the suggestion and mentioned the council, if created, could meet with him once a year...perhaps at a dinner.

Associate Dean Crawley's Focus Groups – Dean Grant was asked if any results/data had emerged from the student focus groups that Dean Crawley had conducted. Dean Grant is going to ask William.

Meeting adjourned at 2: 55 p.m.

Distributed Documents:

- Edited CPPS Bylaws per November/December meetings
- CCPS committee representative list
- CCPS open committee seat list sent to unit heads
- AP and PSS commendation forms