

CACC Monthly Meeting Agenda

Wednesday, January 14, 11 a.m.– 12 p.m.

DEV 303C or Zoom: [Embedded Link](#)

Join Zoom Meeting

<https://gvsu-edu.zoom.us/j/93412207486?pwd=AJad2DUazwKzqMXSSYPzkkPq5k16ov.1>

Invited: Shelly Page, Paul Bylsma, Rita Cooper, Christopher French, Raymond Higbea, Mark Hoffman, Jamie Langlois, Kelly Lormand, Mei Mah, Melanie Rabine-Johnson, Rui Niu-Cooper, Courtney Topic, Raul Ysasi

Tentative:

Present:

Zoom:

Absent:

Agenda Items

Approve Draft Minutes ([11/5 Draft Minutes](#), [12/3 Draft Minutes](#))

CECI Awards Process

Please consider the timeline below for review. Note that there is a minimum of two weeks required to create plaques for award winners.

- Send out the initial email to the college on **Friday, January 23**.
- Nominations are due on **Friday, February 20** via the Qualtrics form
- Nominees are notified via email no later than **Friday, February 27**.
- Nominees are invited to accept or decline their nomination. Accepted nominations will be invited to submit a statement supporting their nomination no later than **March 6**.
- All nominations and supporting statements are compiled into a big spreadsheet for groups of 3–4 CACC members to review by **Friday, March 13** (Friday of GVSU spring break)
- CACC small groups meet on **Wednesday, March 18** to discuss how they rated each nominee and select the recipients. Groups are responsible for selecting winners and a short blurb to be read about the award winner at the CECI Year End meeting
- Paul notifies the award honorees by **Friday, March 20** and invites them to receive their award during the CECI Year End meeting.
- Plaques are ordered after Friday, March 20 and presented at the CECI Year End meeting on **April 13**.

In addition to this timeline, we need to make a copy of the Qualtrics nomination form and Paul will prepare language we can use to inform our units of the awards process.

Adding a CACC Member

- CECI and the PCE are sharing a new communications liaison, Bill Herbst. Bill has been at GVSU for the past three years as the Executive Associate for Presidential Communications and has an extensive background in journalism. **Should we invite Bill to join CACC in some capacity?**
- Per the Dean's Office:
 - Bill could be an ex-officio (non-voting) member representing the Dean's Office, which may replace Mark's place on the committee.

- Bill could have a standing invitation to attend CACC meetings as a “guest,” which would also prevent Bill from voting.
- Both of these options are in line with the current CACC bylaws.

Kids Food Basket Bag Coloring

- To be announced to our units:
 - The bag coloring contest will be held over the month of February
 - The Bag-a-Thon will be held on February 19, time and place TBA.
 - We need a flyer to hang up and promote in our units. Anyone willing to flex their creative muscles?
- Details for clarification:
 - Is this still a competition between units, as in previous years?
 - Are financial donations considered?
 - Who will provide the bags and markers? Who will distribute the bags and markers?

Follow Up Items from Previous Meetings

- Jackie Doyon-Martin shared that the MDOC gave us a shout out in their “Corrections Connection” newsletter. [Click this link to see the email.](#)
- Thinking ahead to the Fall CECI Give-Back Event, [Storehouse](#) was recommended as a non-profit we could visit. Consider this as we begin thinking about next fall’s event.
- We discussed holding a networking/professional event for student organizations’ representatives
- There was a statement about a potential awards newsletter.

Follow Up Items from the CACC Charge

- How have we improved communication? How are we promoting city campus events and other department events?
 - Perhaps we can conference with Bill about this?
- Our bylaws state that we must have **two** student representatives on the committee. Thanks to Chris’s participation, we have an undergraduate representative. Are there any graduate students who might be interested?
- What happened with the Anti-Racism Social Justice Committee? Did they change their name or keep it? Where are their bylaws being held?
 - Paul followed up with Dean Bailey-Fakhoury but has not gotten a response yet.

Upcoming Meetings

Wednesday, February 11 at 11:00 a.m. in 303C DEV

Wednesday, March 4 at 11:00 a.m. in 303C DEV

Wednesday, April 8 at 11:00 a.m. in 303C DEV

Reporting Back to our Units

- Prepare to deliver information about the CECI Awards process
- Submit to CECI Connections! Consider different celebrations: fun campus events (e.g., Wellness and Vibrancy), presentations, publications, student research projects, notable internships, awards, etc. This isn’t bragging or drawing attention to ourselves...it’s

answering a common request from colleagues to the Dean's Office to hear more about what the college is doing.

- Get ready, and get your students ready, to start coloring lunch bags.