

Present: Paul Bylsma (ELC), Jade Bowman (OCA), Rita Cooper (CECI Dean's Office), Raymond Higbea (SCLD), Mark Hoffman (CECI Dean's Office), Christopher Kierkus (SCCJLS), Jamie Langlois (SSW), Kelly Lormand (T&L), Rui Niu-Cooper (LEFT), and Mei Mah (CEP)

Absent: Melanie Rabine-Johnson (CECI UAC), Hannah Chiu (SSW Graduate Student)

1. Welcome and Introductions

- Jamie began the meeting by welcoming and thanking everyone for coming.
- As a way to get to know each other, we participated in the popcorn game where each member had to guess who the person was based on the three statements written by that committee member.

2. Chair Election

- A new election was held with our new committee members. No others voiced interest in the chair role. Christopher was unanimously elected.

3. Fall & Winter Meeting Dates

- Meetings will be held on the third Wednesday of the month from 1:00-2:00 p.m.

Action Item: Rita will secure meeting space and send Outlook invites.

4. Rhett & Theme

- Rhett, the CACC mascot, is given to someone on the committee who has played a pivotal role from a prior month. Rhett was given to Christopher for becoming chair of the committee. A fun tradition that will be continued.
- Last year's theme was "Coming Together" which came together organically. Jamie explained the reasoning behind this theme and the CACC's role within the college (guide college meetings, awards, service project, and college communications, i.e. CECI Connections, our monthly newsletter). Several thoughts were shared on how to gather ideas for this year's theme after "coming together", they were relating to:
 - Professional/personal growth
 - Building community or collaborations – maybe CACC could help facilitate connections between units. The committee discussed possible ways to collect common-themed ideas.
 - Create design thinking groups to solve a problem
 - Look for commonalities within the Faculty Workload Reports (FWR)
 - Table seating by topic during the Fall Kick-off
 - Create a list of topics with the option to add your own on the tables during the Fall Kick-off for everyone to complete.

Action Item: Mark to collect and analyze the FWR data and report to the committee.

5. CACC Newsletter

- The newsletter was created to celebrate and share the great accomplishments and achievements with our faculty/staff, students, and alumni, and to let everyone know of upcoming events and committee (both college and university) updates.
- The newsletter is distributed during the first full week of the month.
- CACC members can facilitate this by sharing the worthy news of their units with Rafael.

- Christopher and Rita will share any CACC information with Rafael.

Action Item: Each committee member will elicit unit submissions and report newsletter information to [Rafael Juarez-Yuen](#) in the CECI Dean's Office by the end of the month for the next month's publication.

Rita will ask Rafael to add each CACC member to the monthly newsletter email.

6. CECI-Palooza

- A [free concert list](#) and [webpage](#) created by Mark.
- Optional events that CACC or other CECI faculty/staff can attend and invite colleagues, friends, and family for a fun social time.
- Share these events in CECI Connections and on our social platforms.
- Maybe create a physical space like a bulletin board to post these besides just digitally. Outside the CECI Dean's Office and the HTM open space were posed as locations.
- Committee members expressed interest in doing a few events but doing them very well – focus on our mission.
- Is CACC about more formal or social events?

Action Item: Committee members and others attending social events, like CECI-Palooza concerts, and are willing to host others will share this in the newsletter and CECI social platforms.

7. CECI Fall Kick-off – Monday, August 19

- Any governance meetings will follow the college-wide meeting but be within the timeframe posted on the save the date.
- No pre-arranged seating but a BINGO icebreaker was suggested. Paul used it at the New Faculty Orientation.
- CACC involvement is to assist with the icebreaker and Mark offered 15-20 minutes.
- Ask everyone to complete an interest list which would include a list of topics, along with space to include what you are passionate about. These would be collected for CACC to glean information on possible collaborations between units. This might give us ideas for our theme for the year. See #3 Theme.

Action Item: Rita will ask Paul Stansbie about the BINGO game.

8. CECI Giveback Event with Michigan Cares for Tourism

- Jamie described the two options for our service project that Patty had shared with her.
 - Adopt-a-Forest (September 27 or October 4) – the challenge is the travel.
 - Art Prize Cleanup and Flower Planting (October 4) – the challenge is the cost and funding of the bulbs. A benefit is the close proximity to the campus (Ah-Nab-Awen Park).
 - Could the Dean's Office purchase the bulbs as the city of Grand Rapids has no funding.
 - Use appreciation gift funds for this project?
 - Meijer has funding available for these types of projects.
 - Jade's husband works with nurseries and may have an in.
- Decide on the project and announce it during the CECI Fall Kick-off Meeting in August.

Action Item: Jamie will confirm the city is interested and the cost or amount of the flowers/bulbs needed with Patty. Then Jamie will follow up with Jade and the Dean's Office regarding funding.

9. Giving Tuesday Food Drive

- University Development is again hosting the Replenish Food Drive.
- The food drive begins on November 3 and ends on Giving Tuesday, December 3.
- Asking each unit to host their own food drive box. They deliver the box to you and pick it up when the event is done.
- An easy commitment with positive outcomes.

10. University Awards Communications

- Last year, Jamie let Unit Heads know when University Awards packets were due.
- This was the first year CACC was involved, and it made a positive impact for the Dean's Office.
- Jamie has the timeline and can share her previous emails that were sent to the Unit Heads.
- Christopher agreed to continue this charge on CACC's behalf.

11. Global Awareness Collaborative Colloquium (GACC)

- Mark shared his thoughts on last year's events.
 - Pros – the variety of offerings, built more connections outside CECI.
 - Cons – last minute offerings, films not as well attended as other events.
- The GV orchestra has agreed to conduct concerts for both fall and winter.
- Fall GACC - Sherie Klee from ELC on Armenia
- Winter GACC - Naoki Kanaboshi from SCCJLS on Japan
- Mark confirmed that CACC would be involved in the keynote event, assisting with webinars, and encouraging attendance.

12. Other Business

- Connect with Christopher on other ideas you want to see or do.
- Mark may ask CACC to share input with the college's strategic planning.