**CEC Steering Committee Meeting Notes | September 13, 2018**

Present: Michael Tearne, Laura Shriver, Emily Waldron, Abby Lohr, Doug Taren, Rebecca Ruiz, Nichole Bergier, Yann Klimentidis

**STEERING COMMITTEE**

Since the divvying up of responsibilities, the role of the Steering committee is to:

* help guide the Initiative Groups
* act as liaisons with the Initiative group. Each group has been assigned a liaison in addition to a lead person.
  + The liaison will check in with the group leader before each meeting to see if they will be attending the steering committee meeting and if they need to report on their behalf.

To recap, duties of the Steering Committee include:

* *Organize meetings (Abby and Melissa):* Room reservation, announcements, identifying meeting lead, calendar invites, and reminders.
* *Meeting Notes (Rebecca*): Taking meeting notes and posting them to the Hub.
* *Recruitment/Orientation (Needed):* Taking the lead on recruiting new members when needed. Reaching out to new volunteers, particularly undergrads and grads to orient them to our committee.
* *Initiatives (Yann):* Keeping track of all the initiatives we have undertaken, new, old, completed, and irrelevant. Maintaining a report on the Hub.
* *Leading Meetings | Shared responsibility (All):* Set agenda and lead discussion.

**INITIATIVE GROUPS**

See changes/additions/updates below on Initiatives:

* Combined: Staff Retention and Highlighting Work of Staff and APs
* It was suggested that a plaque with the names of the staff awards dating back to 2000 be added to the wall on the right side of the faculty award plaque.

*Action Item:* Rebecca will check with Annette if she has a list of the award recipients.

* 2nd Floor Maps: *Action Item*: Abby will sent email to admin in each department to inform of color coded maps and signs.
* Added: Reorganization of Space on 2nd Floor
* Doug will discuss the idea to the Department Chairs at the Faculty Meeting and He will present the data how staff/students feel about the current space, issues, etc., with the relocation of TA to the HISP bldg. this will allow more flexibility to design open space alternatives.
* If they buy-in, Doug will discuss the following ideas on how to proceed:
* Contact the College of Architecture to discuss idea of a student project
* Recruitment for this Initiatives Group will focus on people who have special visualization, design openness and someone who spends a lot of time in cubicle
* Doug will notify Michael when ok to send request for volunteers to this group.
* Update: Tools for Graduate Assistants
* The Graduate College has developed resources for graduate students/TA

*Action Item*: Michael will send an email about the resources available and link to the webpage.

*Refer to the HUB for a complete list and updates on the Initiatives.*

**INFORMATION SESSION**

In lieu of a CEC Steering meeting, an Information meeting will be held ***Thursday, October 18*** from 12:00 – 1:00 to recruit more volunteers, particularly more grads and undergrads to participate in the Initiative Groups and/or CEC Committee.

*Action items*: Emily will prepare flyer. | Abby & others will ask some Instructors to place flyer on D2L and/or make announcement about meeting.

**INDIVIUAL REQUEST** will be acknowledged on the HUB as ‘for future consideration’.

Individuals can include their request on the next upcoming survey. The survey is required to be sent out every two years.

Coffee Request – Dr. Reynolds

*Action Items*:

* Per the committee’s decision, Abby will ask Agnes if she wants to sell Keurig cup pods and instant coffee as part of the Snack sales for the Native American Indian & Indigenous Health Alliance group.
* Laura will find out if the Keurig coffee maker can be placed in the breakroom temporarily.

Respectfully submitted,

Rebecca Ruiz