

Campus Life Taskforce Minutes

07/1/08 2:10 p.m.

Student Center Gym

Present: Tiffany Cooper, Carol Lattimore, Terry McEntire, Kimberly Snyder, Tina Porter, Engle Troxler, Bret Watson, Robin Wiggins, and guest: Katrina Shambaugh, Student Intern from Rutherford County Schools

Handout: Health Fair Planning Guide

Katrina Shambaugh was introduced to the committee. She will be helping us with the health fair by handling most of the external exposition inquiries, work orders, and other requests. Katrina will be working out of Tiffany's office (B-6 room 123, phone ext 373), but using her own email: kshambaugh@rcsnc.org.

The committee went over a TALC Leadership request, miscellaneous items, and final preparations for the health fair.

TALC Leadership:

- Terry reported that they requested that CL offer 2 events/year for employees only (in addition to the events that include students)

Miscellaneous items:

- Terry also asked that members check their areas to see if we should consider purchasing more STD Awareness pamphlets; members responded that there is no need to order more
- A question was asked about the Global Awareness China surveys, and Bret responded that he will give the results to TALC Leadership, Assessment and us
- Tiffany asked if Terry could check on our budget/budget requests, and find out what we can use budget monies for, specifically, what can be purchased for the health fair; Terry mentioned that:
 - Cindy is to meet with Amy Penson [regarding the regulations]
 - Deb Puett said for the committee to make their requests
 - Tiffany could request monies from the President's discretionary fund

Health Fair - Thursday October 16, 2008:

Time is set for 9 am-2 pm with the questions:

- Will the screenings start by 8 am?
- Will vendors/participants need to be in 1 hour or ½ hour earlier to setup?

Place

- Bret has reserved the Gym
- With the possibility of any extra classes/demos [that won't fit into the Gym], there may be a need for additional classroom space – Bret will handle this if needed
- Reserving the President's Private Dining Room for Vendors/Service Providers to use for breaks still needs to be done

Setup & Work orders

- Kim to chair 'setup committee'- She will check on who (internal/external vendors) needs what (#tables/chairs, electric supply, etc)
- Katrina will do the bulk of the work order requests using the forms on the Intranet
- PA System – Katrina to submit a Telecommunications Work Order for the radio station to provide
- Broadcast of ICC to run on A/V to be setup – Katrina to submit a Telecommunications Work Order

- Need at least 20 tables & 60 chairs – setup layout needs to be created
 - Tina to ask Stephen Matheny to borrow 6 ft. tables from another ICC area or rent them

Refreshments

- Engle to ask Dr. Freeman for apples
- Kim to find out if SGA can provide bottled water for students [all]
- Tina to find out if we can use budget money for any of this

Vendors/Service Providers

- Katrina will also help contact area service providers to request their presence/assistance (as long as it's free)
- They will be contacted to find out what they need for their space that we can supply for them – they will be told that they need to supply their own table covering
- They will be told to be in ½ to 1 hour early - Setup OR start by 8 am
- They should be asked to be prepared to discuss their occupation, not just their service
 - Engle can provide some info on their occupation such as education, salary, etc. from the OOH & other sources
- Suggested Vendors/SPs:
 - Therassage and a chiropractor (Terry has already contacted)
 - Carol – Weight Watchers' information table
 - Hospital – any free screenings
 - Red Cross - First-Aid/CPR
 - Dr. Burley, Chiropractor – to provide something similar to what he did in April
 - Chris Atkins - Drunk Driving presentation
 - Kelly Hargett - Disability Awareness
 - Fitness providers (body fat analysis, Yoga, muscular endurance, aerobics, flexibility, TKD [Mike Lipkin])
 - Possibly find 1 Instructor from a Spa/Gym to do classes/demos throughout the day
- FYI - Suggested vendors from 4/15/08 mtg:
 - Representatives from Greenville Tech, A-B Tech and Cleveland Community College to promote
 - Health programs available on their campuses,
 - Rutherford Hospital,
 - Lifestyle Wellness and Spa,
 - Therapy Plus,
 - Body Masters,
 - YMCA,
 - Rutherford OB-GYN and
 - Hospice

Publicity

- Engle volunteered to create the signage
- Other Publicity responsibilities include, but are not limited to, contacting the following people:
 - Electronic sign – Russell Wicker, Foundation Manger
 - Newspaper – Mike Gavin, PIO (PSAs are free)
 - High School – Alice McCluney (to provide info as vendors or participants (?))

Theme

- *Order to work on/think about/accept/reject/suggest the theme on/about/something like/to do with:
WELLNESS & HEALTH OCCUPATIONS FAIR

Other

- * Procure door prizes for Scavenger Hunt [in a manner that does not violate College policy]
 - Ask Vendors/SPs/others to donate or bring an item with them
 - Robin will ask Mike Gavin for promo items
- Information Station
- Robin volunteered to greet visitors at the registration table
- Assessment/Exit Survey
- Mike Gavin and/or Debra Jones will be there to take pictures, document activities of the event

Next meeting to be set for sometime after summer, so that faculty members are back on campus.
The meeting adjourned at 3:25 p.m.

* Denotes task all of us on the committee need to work on until the next meeting