

Campus Life Taskforce Minutes

08/26/08 2:07 p.m.

Student Center Gym Classroom

Present: Tiffany Cooper, Cindy Martin, Terry McEntire, Susan Foster, Kimberly Snyder, Tina Porter, Engle Troxler, Bret Watson, Russell Wicker, Robin Wiggins, and guest: Katrina Shambaugh, Student Intern from Rutherford County Schools

Handout: October 16th ICC Health and Career Fair [Vendor/Service Provider status update]

Cindy welcomed old and new members, pointing out that we have joining us [but not present]: Ruth Hils, Noelle Hoyle, and Mike Lipkin. The Taskforce may receive more members once the call to join a Taskforce has been made by Debbie Puett. Members leaving the taskforce ☹: Lisa Bridges and Terry McEntire. A brief overview was given, the origin and the mission statement was read [this can be found on the website].

New Business:

There was discussion of the vacant secretary position, and Robin accepted the position.

Meetings dates/times were set – moving them to Fridays. The next two will be held on September 12 at 10:30 & November 21 at 10:30.

Mike Gavin asked CL to promote the Hickory Nut Gorge Olympiad at Lake Lure (hickorynutolympiad.com) by encouraging ICC employees/students to participate or sponsor the events. This fundraiser has provided money for New Century Scholarships in the past. Discussion was held, but no decision could be made without the details (events, fees, etc.), and many folks already had prior commitments for that weekend. Mike to provide details through ICC everyone email, listing Cindy and Robin as the contact. Final comment was to mark our calendars to consider this event next Fall.

Birthday emails: Terry is leaving us, thus giving up this task for someone else to start in October. No volunteers at this time.

Dr. Myra Johnson suggested at TALC Leadership that CL sponsor/host 2 events per year for all employees campus wide. The following ideas were presented:

- Socials: 1 in fall, 1 in spring
- 1 on campus, 1 off campus
- Friday brunch: light stuff - possibly the 1st Friday in December
- Outing at Cindy's family's cabin-with games: beanbag toss, volleyball, bocce ball
- Pot luck luncheon
- Recipe/cookie swap
- International Festival possibly every other year in the spring, but with the Global Awareness Boards being kept updated regularly

The topic of budget came up, and the President's discretionary fund along with the possibility of funding from VP, Stephen Matheny's Office, was mentioned.

The issues of addressing Wellness (smoking cessation, healthy lifestyle, etc) activities and Recycling were brought up; charge given to think of ideas for these topics at a later meeting.*

Continued Business:

HEALTH FAIR

Actual title: HEALTH FEST 2008 with the subtitle: Wellness & Health Career Fair

Handout: list of Vendors/Service Providers (V/SPs) as confirmed or pending

Tiffany is trying to get a Rutherford Hospital representative there; she will talk to ADA representative, Sara Pack, and hopes to know by Friday

REGRETS (not on list)

- Spindale Family Practice
- Spindale Family Cosmetic Center
- Morganton Eye Physician
- One Source Rehab
- Rutherford ENT
- Tri City Animal Clinic

Tiffany has form to email that she can send us if we want to contact others

Kimberly sent email to other Colleges

Location – we discussed the option of relocating this event to the Foundation

PROS of Foundation:

- Nicer area
- Seminar rooms for demo sessions or individual (private) screenings [if necessary]
- Enough tables
- Staff there could help facilitate
- Convenient parking

PROS of Gymnasium:

- More central
- Mats for exercise (Yoga?) demonstration

We decided on the Gym, since the main goal is participation/attendance by students and employees, and there was much concern that the distance to walk would deter people from attending.

Tables

- SGA has 12 tables
- Tina, Kimberly, Bret and Cindy to look in their buildings for more tables
- Tiffany to ask V/SPs to bring own tables
- Robin will bring 4
- Possibility of using the tables in the building left by REACH
- Kimberly to ask Judy Robinson to borrow some from Adaville Church

Promotion

- Email to encourage faculty to promote (Tiffany has done this once so far)
- Bring class
- Count it as points
- Require
- Project
- Networking

Setup & Signage

- Kimberly has seen outdoor directional signs, Cindy to ask Chester Melton to get them
- Engle needs to know more about V/SPs for her signs and info. sheets
- Schedule of events to be made needs to include times of the demonstrations
 - Engle to make a sign-up sheet from schedule
- Staged areas or other places to be roped off for demos
 - V/SPs must provide what they need or request it from us in advance
- PA system - used by emcee to make announcements (telecom. work order, sent by Tiffany)
- Cindy will check on work request with Rick Edwards (1 for cleaning & setup on Wednesday, 1 for break down & clean up after the event, sent by Lois)
- V/SPs to setup either 3:30 pm (?start at or no later than?) Wednesday, or by 8:00 am Thursday morning
 - Map for V/SPs to unload/setup: Katrina made a map of gym layout, Tiffany to update Gym layout and add V/SPs' assigned spaces
- Volunteers (including students) needed to facilitate unloading & setup
 - Suggestion that at least 2 people [who know what they're doing] to be there early on Thursday; they should be easily identifiable as "STAFF" or "VOLUNTEER"
 - Volunteers to help direct and unload both days/times
 - Suggestion that V/SPs unload at the curb, then immediately move their vehicle, so it's not left in the way of others trying to unload
 - Someone to direct traffic – ideas: College security/maintenance , Crime control, CJ or BLET students
 - Volunteers to help V/SPs load back up at end of fair

Refreshments

- Kimberly to ask reserve President Dining room for refreshment area
- Kimberly to ask SGA [when they meet] about providing bottled water

Door Prizes - we all need to be acquiring items*

- Russ can provide tickets to a Foundation show
- V/SPs will bring items with them
- Scavenger Hunt forms to be made for drawing and assessment/evaluation

Other Logistics

- Ask maintenance for carts/hand trucks
- Russell has a cart to loan
- Tiffany to ask V/SPs who are using electricity what their needs are in order for Russell to coordinate usage with maintenance or Cindy to ask Jerry (electrician in maintenance)
- In future, consider charging Vendors for tables

Next meeting: September 12 at 10:30 a.m.

The meeting adjourned sometime around 3:15 p.m.

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