Present: Glenda Boling, Kerry Bowden, Lara Conklin, Karen Flessner, Maggie Hoover, Ruth Lindemann, Ryan Stone

1. A new volunteer to record 2008 meeting minutes was requested. Lara Conklin volunteered.

2. Maggie will attend annual conference April 11-13. We will definitely have a meeting following that. Consensus that meetings may remain on Tuesdays at 2:30PM. Play by ear actual dates. All minutes from all committees are posted on web.

3. Showed Institutional Effectiveness model and current mission statement poster. Need to create a new document that combines the two. Must add new core value, diversity, to document. When finished, copies should be matted and framed and hung in all departments. Can’t complete process until sub-team is formed to define diversity core value.

4. Maggie informed that there are 3 new links on self-study website:
   4.1. Awareness sessions – community information
   4.2. Meet the HLC Evaluation Team – will include photos
      4.2.1. Suggestions from Ryan Stone for get-together “meet-n-greet” when team arrives.
          Invite campus community. This is a question for Randy
   4.3. Employee Reflections – input of team leaders; what they think of process
      These are new links that will eventually have items under them.

5. Discussed accommodations for visitors – Portfolios will be given to HLC Visit Team and some team members. Portfolios are from Baran Marketing in Champaign, style: K & R – O623. They will be embossed with logo. Lara and Chris will create design. We need account number from Randy in order to place order of approximately 75 portfolios.

6. Travel & Amenities – Team members need to visit local hotels about 45 days in advance of reservation date in order to find the best accommodations. Discussion of gift baskets in hotel rooms. Suggestions that items reflect Vermilion County, i.e., Wolfe’s Candies, Beef House Jam, Local honey, non-alcohol winery gift. Lara agreed to call Vermilion Advantage to inquire about local products like baskets, candles, etc.

7. Next meeting: TBA, as needed