

Minutes
NCA Self-Study Steering Committee Meeting
October 24, 2006, 3:00-4:30 P.M.

Present: Diane Hegeman; Barbara Borow-Stephens; Don Melton; Linda Whitehouse; Buz Newman; and Bob Moore.

Absent: Janna Oakes and Ruth Hidalgo

Guest: Murry Unell

- At the team's request, Murry Unell presented ideas and examples, and discussion ensued on the following:
 - The team selected yellow squeezable stars as an employee appreciation and reminder gift, to be imprinted: "Thanks (ACC logo) NCA 2006." Murry will obtain the price for 300, 400 or 500.
 - Based on Murry's proposed prototype, the team selected a silver ribbon with purple letters, "HLC NCA Liaison," to be worn, in conjunction with name tags, by the individuals assisting the evaluation team during the site visit. Murry will obtain the price for two dozen imprinted ribbons.
 - Murry will program the outside message boards (N/W and S/W) to read: "Welcome—Higher Learning Commission—Evaluation team" (three screens on the N/W electronic board; three lines on the S/W static board). The message will display Friday, December 1 through Wednesday, December 6, 2006.
 - Murry will coordinate placement of a similar message on the various campus television screens.
 - The team decided against purchasing a comparably worded banner for display on the outside of the Main Building.

- The team expressed appreciation to Buz for his and his TSS crew's work in setting up the five computers and printer in the Resource Room. The team was also generally satisfied with the layout of the entire room, with the following possible exceptions:
 - Bob will submit a work order to replace the small coffee table with a larger one.
 - Bob will borrow a coat rack from A2000 just prior to the evaluation team's arrival.
 - Bob will submit a request for the entire Resource Room and contents to be cleaned.
 - The team will decide whether to retain or remove one or both of the long brown tables once the selected caterer has had an opportunity to determine which setup will best facilitate the caterer's food service.

- Diane said that Dr. Glandon is proposing to hold an appreciation luncheon for employees who worked on the self-study project. December 14, 2006, was selected as an appropriate date for such a luncheon.
- Diane said that the Sunday and Monday dinners will be held in the Colorado Gallery of the Arts. Final selection of a caterer has not yet been confirmed.
- The Resource Room, Logistics and Training Task Forces provided brief updates; and Bob will clarify miscellaneous logistics issues when the Logistics Task Force next meets with Dr. Glandon.