I. **Call to Order/ Attendance**

II. **Review of Minutes from November Meeting**

III. **Old Business**
   
   a) Winter Luncheon Pros/Cons
   b) Winter Baskets for Employees (Overall perception)
   c) Social Function for Employees

IV. **New Business**
   
   a) Monthly meeting time
   b) Early discussion on Spring Luncheon
   c) College Council summary and topics

V. **Open Forum**

VI. **Adjournment**
1. **College Council Update**

   a. Open Computer Lab (rm 131) or convert to Testing Center – Jeff Block is gathering data

   b. College Calendar / Upcoming Events – would an internal institution calendar be useful?

   c. NWCCU accreditation evaluation will be March 19-21 – off campus assessment

   d. E will be organizing a Clothesline Project in early April

   e. Protocol and processes are unclear – send hypothetical scenarios to HR

   f. If an employee has worked at HC for 5 or more years, they will receive a plaque upon leaving. Employees with less than 5 years upon leaving may receive a plaque determined by leadership.