Call to Order/Introductions
Chair, Ben Nickol called the meeting to order at 3:05 pm.

Attendance
The following persons were present: Mary Ann George, Rick Henry, Therese Collette, Ben Nickol (Chair), Kim Haughee, Christy Stergar, Kaydee Syverson, Jen Hern, Bridget Guerin, Jim More, Cari Schwen, and Glen Zeigler.

Review of Minutes
Members reviewed the minutes from the October meeting. There was one correction. “There was a discussion whether” was struck from the minutes. Jim made a motion to approve the minutes as corrected and Kim seconded. Minutes were approved by a unanimous vote.

Old/Ongoing Business

Trivia Night
This is scheduled for Thursday November 19 from 6 – 8 at the Staggering Ox. Small turnout last time but good comradery with those that attended. Mary Ann will be the trivia master for our team. Members were reminded that $10 fee is donated to Big Brothers and Sisters.

Habitat for Humanity
We are scheduled to volunteer on Saturday November 21. The site is open from 9:00 to 4:00 but people can work any time. Mary has a signup sheet at her desk. This project is at the re-store and not a house building project.

Winter Luncheon
Menu Therese will send a survey monkey to determine menu choices of staff. Adjuncts are being invited. Invitation: Ben will send out an invitation to all through Outlook.
Giving Baskets: Discussion of history, planning and implementation of the giving basket program. A question was asked about what happens if there are more nominees than baskets. A suggestion was made to set a deadline for basket creators so we know how many baskets will be available. Ben will meet with Matt and explain the program/process. It was suggested that the request for gift baskets be sent before Thanksgiving so people can take advantage of Black Friday sales.
New Business

Centerpieces for Winter Luncheon and Longevity Awards
Glen brought several samples of centerpieces. He was tasked with choosing 4 designs and creating 16 for our luncheon. After a brief discussion it was decided that the design and choices for the longevity awards be postponed until the January meeting. Kim Haughee will work on a sheet that longevity award recipients will fill out if it is to be personalized. She will bring this to the January meeting.

College Council Report
The budget forecast and prioritization is being done for FY17.
Ben shared reports of various campus committees.
Daniel encouraged all to attend the Board of Regents Meetings when they’re on campus.

Meeting adjourned at 4:00 pm. Jim made a motion and Kim seconded. Passed unanimously.

This is a tentative list of tasks and persons who will coordinate. Ben will send out an e-mail for other members to volunteer.

Mary T. Table clothes and place settings. Clarify what C. O’B will provide and the cost. Other options.
Ben Pre-Luncheon Activity
Therese Survey to staff for menu choices
Mary Ann Set up
Jim Clean up
Glen Centerpieces

Action Items:
- Ben will send a calendar reminder to all for the Winter Luncheon
- Ben will plan a pre-luncheon activity
- Ben will meet with HR Matt to explain the gift baskets.
- Ben will send out Giving Basket information.
- Therese will send survey out to campus for menu selections
- Mary will find out about table clothes and place settings.
- Glen will bring centerpieces to luncheon