

Council For Community Building
Minutes
April 25, 2007

- I. Community Building: Totem Pole
Each member selected a totem that represented themselves. Drew totem and placed on Totem Pole.
Present:
- Dru Bookout
 - Bill Neal
 - Robert Baker
 - Gary Duke
 - Betty Klee
 - Whitney Rosenbalm
- II. **Spring 2007 Wall Of Honor Ceremony: Evaluation**
- a. Setup For Maximum Viewing/ Facilitating Traffic Flow
Request a Facilities Setup: Move Plants and Benches
Request Easels: Graphics may order easels for their department and CCB use.
Other: Overall positive feedback for ceremony.
Concern over accuracy of essays was voiced. It was determined that we create a process for contacting honorees and verifying information before essays are framed and presented.
- b. **Hosting Event**
Members Arrive Early- Wear Identification
Greet Guests
Help With Last Minute Setup
Other:
- c. **Day(S) Before Checklist:**
1. Facilities Request (include stanchions for traffic flow)
 2. Steve's Calendar
 3. Media – RLC TV
 4. Media – RLC AVPROD
Microphone/ Background Music
 5. Musical Fanfare
 6. Refreshments
 7. Photos – Essays
 8. Easels
 9. Current Honorees Contact
 - Call
 - Letter
 - PI – Write essays and verify information
(Anitra Cotton from PI will write essays)
 10. Former Honorees Contact (Brief Updates)
- d. **Week(S) Before Checklist**
1. Sign In Front Of Wall Of Honor With Date
 - Whitney to order sign with pocket for date
 2. All Campus Email Announcement

3. Marquee Announcement
 4. Bridge Announcement
 5. Each Member Invite A Class/Colleague
 6. Other Media Resources
 7. Call And Send Letters To Honorees
- e. After Event:
- i. Mail DVD's to each honoree
 - ii. Update Website with photos and essays
- III. Website
- a. Update: Whitney and Dru will work on updates
 - b. Nomination Form (Not On Website?)
 - i. Suggestion Made To Expand # Of Words
 - ii. Allow Alternative Essay Format
- IV. TOLI Credit For CCB: Dru will submit list of names for past meetings
- V. Fall 2007
- a. Membership – Plan to expand membership and add students early in semester
 - b. Meetings – Return to T/TR – 3rd week – 2pm
- VI. New Business:
- Suggestion:** Activity to build community across campus. Create game; fun activity to encourage everyone to learn a new name/face. For example: Commit to meeting and/or learning names and faces of 5 new people. (This discussion echoed desire to have a printable staff directory with photos.)
- Action:** Retreat planned to have this activity in place for Fall 2007. Retreat: Monday, June 11; 12:30 – 4:00 - Dru's home. Dru will send out invitations with map.