

## **Hospitality Team Minutes September 21, 2009**

Present: Marty Wolf, Laurie Desiderato, Dominique Wilson, Rick Koch, Rosie Jones, Carol Nielsen.

Purpose of Hospitality Team: Provide creature comforts, deals with the softer side of the visit.

Additional Team Members:

- Tammy Mayer-has experience with bringing people to campus
- Someone from Hobson-idea-Barb?
- Someone from Food Service
- Any other ideas-email Marty and Elizabeth

Resource Room and amenities:

- This room would be most central for the visit team.
  - Divide into relaxation area, working area, and dining areas.
  - Nice couches from across campus will be brought to the resource room
  - Artwork, pottery, and books to fill built in shelves
  - Needs: wireless internet
  - Other amenities to include: hot and cold water coolers, fridge, microwave.
    - Rosie will follow-up on turning the Resource Room into a hospitable room for the team.

Campus Involvement:

- One week before the visit:
  - HLC to host an open house at the Resource Room to get campus involved and up to speed about the HLC site visit
- Pick-up/clean-up:
  - Go office to office on campus in order to ask them for help in a campus clean-up effort for the visit.

March and a hospitable campus:

- Suggestion: ask President Quistgaard to do a walk around campus to see what needs to be fixed
- Make sure the sidewalks are shoveled and de-iced in case it snows on any of the visit days.
- Driving for the visit team: Is it possible to get rentals at the airport in case they would like to go somewhere on their own?

Maps, city information, and restaurant information:

Laurie Desiderato will check on things that there are to do in our community and on campus.

Gayle Quistgaard can aid in finding out what restaurants are open and when.

Do any of the restaurants in town have small rooms that are quiet where the visit team can work if need be?

Hotel:

- A block of rooms have been reserved at the Hampton Inn
  - We have use of the 5<sup>th</sup> floor conference room at the Hampton, too.
  - If the visit team needs access to fitness facilities, Hampton Inn has one that would be the most convenient.
  - We should use our relationship with Hampton Inn owner to make sure that the visit team is attended to at all times.

Tour Guides:

- Tour guides should be provided by Admissions office since they have people trained to do this.

Next Meeting: Monday, October 19<sup>th</sup> at 10:00 a.m. in Bridgeman 139.