Logistics Team
Minutes
February 1st, 2010

Approve minutes from January 7th:
• Postponed

Mock Visit and Mock Visit Schedule:
• Welcome meeting will take place in the East Ballroom.
  This room has a great view of the lake and will accommodate all people comfortably.

• Marty will contact Russ Kreager in regards to the campus tour leaders.
• Mock Schedule- 10:00 a.m. break and snacks in resource room. 10:30-3:00 meetings in North, South, and Ozawindib rooms. 3:00 p.m. break and snacks in resource room. 3:00-4:00 mock team meeting. 4:00-6:00 p.m. debriefing with SC in Bridgeman 100.
• Getting staff to the “staff” meeting time slot-best contact is HR. In addition, possibly send email on facstaff from the HLC email account for meeting “all non-IFO bargaining units including (list of them)… are invited…”

Real Site Visit:
• The schedule is roughed out. Marty will send this to Dr. Teahen to change or keep the same as the team sees fit.

Other:
• Question about bargaining unit meetings. Is it appropriate to put some of the bargaining units together in a meeting or is it more appropriate to make 2 (1/2) hour meetings? Suggestion is to make 2 (1/2) hour meetings and be as inclusive as possible as some faculty are not part of BSUFA.