Logistics Team
Minutes
March 1st, 2010

Approval of minutes (3 sets of minutes):
All were approved.

Site visit:
No contact with the team yet. Should we not have contact with them until 3-4 days ahead of time, it is okay and the schedule can be readjusted.

Question: Has the SC seen the schedule yet? no, however it may be possible for people to clear their schedules for the two days that the visit is taking place.

The tentative schedule went out to Roberta Teahen around February 1st, 2010.

Question about schedule: is it the norm now? Yes, they are common and they help organize the time that the team has on a campus.

Manny Lopez needs an office: He needs access to wireless internet and privacy. Proposed is to put him up in the empty office next to the President’s office.

Transportation: a van has been reserved in the event that weather is not good enough for flying. Make sure the hotel reservations in MPLS are canceled if the weather is good.

The team will arrive on Sunday, March 21st.

Hampton Inn: all is well with the Hampton Inn. The team members should contact the Hampton and change Marty’s name to theirs when they check-in.

Other:
BSU Suburban is reserved. They cannot drive it but can rent their own cars if need be.

We may possibly want a smaller vehicle so that they can drive around the community.

Keep a student ambassador close to the Resource Room should the team need anything.

A contact list of all people they may need to talk to should be put in the Resource room.

Post-visit: Celebration. All University Party BBQ.