Present: Marty Wolf, Rose Jones, Chinwuba Okafor, Mun Yee Kwan

- Minutes from December 17 were approved and will be available on the website.

- Phase 1 student activity at the lower union was very successful. Positive feedback and comments regarding the university’s mission were received. Mun Yee will compile the messages and the poster will be posted at the physical resource room. The team suggested starting to use the full mission statement in our effort to raise awareness and to educate campus community the meaning of the mission.

- Posters and banners were distributed and posted during the winter break. Door hanger designs were reviewed and slight changes will be made.

- Rose will talk to Kathy regarding the second phase poster, which was suggested to include the first poster (either shrink or watermark) and a full mission statement.

- The team reviewed previous assignments on the essay contest proposal. Further updates and information are needed from Elizabeth. Rose suggested the foundation account from her office as a potential alternative to fund the essay contest. Chinwuba will get in touch with Richard regarding contest criteria.

- Rose offered to work on the interview project with faculty, staff, and students. Marty and Rose will talk to Elizabeth for further information regarding this project. Marty will work on introductory text for the landing page of HLC website. Rose will contact Kody to upload the video clip of the president.

- Chinwuba will contact Becky regarding the parking lot interview activity.