



Activities:

WHAT <i>Activity/Event</i>	WHERE <i>Location</i>	WHEN		HOW <i>Tasks/Supplies/Expenses</i>	WHO <i>Person Responsible</i>
		<i>Scheduled Date</i>	<i>Completion Date</i>		
HR – FWM, Employee Home Karen Miller	Canby – Computer Lab	9-7-17	9-7-17	Meals 56.00	Judy/Teresa
D2L updates	Canby – Computer Lab	10-4-17	10-4-17	Meals 42.00	Judy/Teresa
Terri Pelzel- Using technology in the classroom	Canby – Computer Lab	11-9-17	11-9-17	Meals 42.00	Judy/ Teresa
Assessment Day	Canby - 128	12-15-17	12-15-17	Meals 42.00	Judy/Teresa
Paul Siefert ~Eclipse	Worthington	10-12-2017	10-12-2017	Meals 48.95	LouAnn Williamson Sandi Mead
Karen Miller ~ Employee Home	Worthington	10-23-2017	10-23-2017	Meals 30.00	LouAnn Williamson Sandi Mead
Justin Heckenliable ~ Media Marketing	Worthington	10-30-2017	10-30 -2017	Meals 30.00	LouAnn Williamson Sandi Mead
Jeff Williamson/Dawn Gordon Crailsheim	Worthington	11-29-2017	11-29-2017		LouAnn Williamson Sandi Mead
Rebecca Potts	Worthington	12-6-2017	12-6-2017		LouAnn Williamson Sandi Mead
Paul Seifert-Eclipse	Jackson	10/10/17	10/10/17	Food 113.40	Brian Binnebose /Jason Bohl

Terri Pelzel-Campus Academic Technology	Jackson	11/1/17	11/1/17	Food 113.74	Brian Binnebose/Jason Bohl
Steve Swift-Microsoft Trevor McMartin- Handling confrontational situations	Jackson	12/5/17	12/5/17	Food 129.16	Brian Binnebose/Jason Bohl
Campus Academic Technology – Terri Pelzel	Pipestone	10/17/17	10/17/17	Lunch - \$83.34	Lisa Smith
Faculty Workload Training – Karen Miller	Luverne	11/6/17	11/6/17	Lunch - \$44.96	Sally Sieve
Faculty Workload Training – Karen Miller	Pipestone	12/5/17	12/5/17	Lunch – \$79.00	Lisa Smith
ITV Assessment Meeting – CTL provided breakfast	Luverne Center	12/15/17	12/15/17	Breakfast - \$45.93	Sally Sieve
ITV Assessment Meeting – CTL provided rolls & juice	Pipestone	12/16/16	12/16/16	Rolls & Juice - \$17.76	Lisa Smith
F.W.M. discussion	Granite Falls, Room 112	10/26/17	10/26/17	Supplies: Almich's \$27.05 Lunch: Subway \$68	Karen Miller, Shannon
Veteran's Day	Granite Falls, Room 204	11/13/17	11/13/17	Lunch: HyVee \$46.43	Shannon, Rose
Campus Academic Technology Team Update	Granite Falls, Room 112	11/20/17	11/20/17	Lunch: Jimmy's \$67.50	Terri Pelzel, Shannon
Centerpiece Decorations	Granite Falls, Room 305	12/12/17	12/12/17	Lunch: Subway \$102 Almich's \$8.49 Supplies: HyVee \$65	Paul Lanoue, Rose
Fall Semester Assessment Mtg.	Granite Falls, Room 124	12/15/17	12/15/17	Breakfast: Almich's \$18.22	Shannon

Brad C. – outlook, sharepoint, move it securely	Canby – computer lab	1-24-18	1-24-18	Meals 25.35	Judy/Teresa
Becky Weber- College appeals process	Canby – computer lab	2-28-17	2-28-17	Meals 41.09	Judy/Teresa
Teresa – D2L Pulse	Canby – computer lab	4-17-18	4-17-18	Meals 42.00	Judy/Teresa
Assessment Day-Spring	Canby - 128	5-10-18	5-10-18	Meals 23.73	Judy/Teresa
Teresa attended D2L Minnesota Connection Conference	Normandale	4-13-18	4-13-18	Registration -\$65 Lodging- \$113.38 Mileage/meals \$171.90	Teresa
Culture Corner I Am A Man	Worthington	2/26/2018	2/26/2018	Meals	LouAnn Williamson Sandi Mead
Virtual Reality Google Expeditions Paul Siefert	Worthington	3/29/2018	3/29/2018	Meals 30.00	LouAnn Williamson Sandi Mead
BlueJay Villas Emily Williamson/Logan Ahlers	Worthington	4/18/2018	4/18/2018	Meals 26.84	LouAnn Williamson Sandi Mead
Pulse Kathy Janssen	Worthington	4/26/2018	4/26/2018	Meals 26.84	LouAnn Williamson Sandi Mead
Financial Aid Info	Granite Falls, Room 204	1/30/18	1/30/18	Lunch HyVee \$46.74 Bookstore: \$23.08	Katie H., Julie B., Shannon
Chair Yoga	Granite Falls, Lounge	3/21/18	3/21/18	Lunch HyVee: \$58.44	Julie W., Megan G., Shannon
Summer BINGO/ Year Re-Cap	Granite Falls, Lounge	5/10/18	5/10/18	Lunch Almich's \$71.57 Bookstore: \$60.20	Rose
Spring Assessment Mtg.	Granite Falls, Room 123	5/10/18	5/10/18	N/A	
Growing Tomatoes – Lisa Smith	Pipestone	3/22/18	3/22/18	Lunch - \$64.09	Lisa Smith
Mentor Commons Video on Motivating Students to Learn	Luverne	4/30/18	4/30/18	Lunch - \$56.70	Sally Sieve

Mentor Commons Video on Dealing w/Conflict	Pipestone	5/3/18	5/3/18	Lunch - \$76.92	Lisa Smith
ITV Assessment Meeting – CTL provided rolls & juice	Pipestone	5/10/18	5/10/18	Rolls & Juice - \$17.48	Lisa Smith
Karen Miller-benefits		Jackson	2/28/18	2/28/18	Food 122.80
Diana Fliss-POs		Jackson	3/28/18	3/28/18	Food 85.25
High school principal,high school councilor,sheriff,SW mental health	Round table discussion of school shootings the whys,what to do, signs ect.	Jackson	4/25/18	4/25/18	Food 133.88