



WHAT	WHERE	WHEN		HOW	WHO
<i>Activity/Event</i>	<i>Location</i>	<i>Scheduled Date</i>	<i>Completion Date</i>	<i>Tasks/Supplies/Expenses</i>	<i>Person Responsible</i>
Fall Semester Activities					
Clery Act Presentation	GF, Room 112	9/15/16	9/15/16	Subway: \$39.99 Paper Products/Almich's: \$29.20	Ron Schwint, Rose
Lismore Colony Tour	Ortonville, MN	11/11/16	11/11/16	Gas/Mileage: \$68.80	Shannon
Syncing Publisher Works with D2L	GF, Room 112	12/8/16	12/8/16	HyVee: \$26.23	Judy Tebben, Rose
Fall Semester Assessment Mtg.	GF, Room 124	12/16/16	12/16/16	Almich's: \$29.47	Shannon
Clery Act / Ron Schwint	Worthington/ITV	9/15/2016	9/15/2016	Lecture and Video	LouAnn and Sandi
Summer at the NSF/Steve Schultz	Worthington	10/18/2016	10/18/2016	Lecture and Video	LouAnn and Sandi
HR and expense reporting Karen Miller/Denise Sik	Canby – Computer Lab	9-1-16	9-1-16	Meals 39.87	Judy/Teresa
CTL – Ron Schwerin – Clery Act	Canby ITV – 128		9-15-16	Meals 39.87	
D2L updates/ sharing	Canby – Computer Lab	10-27-16	10-27-16	Meals 39.22	Judy
Assessment Day	Canby - 128	12-16-16	12-16-16	Meals 23.25	Judy/Teresa
Media Space / Kayla Westra	Canby – Computer Lab	9-29-16	4-13-17	Meals 44.49	Teresa

Clery Act Speaker – Ron Schwint	Pipestone & Luverne (ITV from Worthington)	9/15/16	9/15/16	Lunch - \$93.20	Worthington CTL Leaders and Lisa Smith & Sally Sieve (lunch)
Theodore Roosevelt Speaker – Kip Thorson	Pipestone & Luverne (ITV from Worthington)	11/3/16	11/3/16	Lunch - \$97.74	Worthington CTL Leaders and Lisa Smith & Sally Sieve (lunch)
Video (Chasing Heroin) & Discussion on Student Mental Health & Substance Abuse	Pipestone	12/8/16	12/8/16	Lunch – \$63.05	Lisa Smith
ITV Assessment Meeting – CTL provided breakfast	Luverne Center	12/16/16	12/16/16	Breakfast - \$8.97	Sally Sieve
ITV Assessment Meeting – CTL provided rolls & juice	Pipestone	12/16/16	12/16/16	Rolls & Juice - \$17.05	Lisa Smith
Clery Act/Ron Swint	Jackson/ITV event	9/15/16	9/15/16	104.89 food	Brian
Microsoft Office Refresher	Jackson	11/15/16	11/15/16	109.21 food	Brian/Jason
Skills USA speakers	Jackson	12/15/16	12/15/16	162.99 food	Brian/Jason
Spring Semester Activities					
Safety Training Videos	GF, Room 113	3/23/17	3/23/17	N/A	Rose, Shannon
Safety Training Videos	GF, Room 113	3/28/17	3/28/17	Subway: \$39.99	Rose, Shannon
Energy Trailer Demonstration, Campus-wide and “Friends of College”	GF, Cafeteria	4/5/17	4/5/17	HyVee: \$103.40	Rose, Shannon Bruce P., Carol H.
Best Practices/Bucket List	GF, Room 117	5/2/17	5/2/17	Almich’s: \$105.00	Shannon, Rose
CTL College-Wide Diversity Training	Canby Campus	5/5/17	5/5/17	Bookstore: \$22.96 Gas/Mileage: \$68.80	Rose, Shannon

Spring Semester Assessment Meeting	GF, Room 124	5/12/17	5/12/17	Almich's: \$38.58 Bookstore: \$102.05	Shannon, Rose
JCC Principal and councilor round table discussion about the needs and wants of students today.	Jackson	2/21/17	2/21/17	Food 119.06	Brian and Jason
Training videos with Steve Swift	Jackson	4/19/17	4/19/17		Brian and Jason
Marketing updates with Amber	Jackson	5/3/17	5/3/17	Food 148.87	Brian and Jason
Assessment day	Jackson	5/12/17	5/12/17	Food 50.27	Brian and Jason
D2L Ignite	Mpls., MN	Shannon, Judy, Laine	4/20/17	N/A	
MACTA Conference	Mankato, MN	Rose	4/19/17	N/A	
Theodore Roosevelt/Kip Thorson	Worthington/ITV	11/3/2016	11/3/2016	Lecture and Video	LouAnn and Sandi
Le and Larry Lucht in China and Tibet	Worthington/ITV	1/31/2017	1/31/2017	Lecture and Video	LouAnn and Sandi
College-Wide CTL Deon Clark	Worthington/ITV	5/5/2017	5/5/2017	Lecture/video/audience interaction	LouAnn and Sandi
Speaker Tish Rops – SWSC Director of Alternative Programs	Pipestone	2/7/17	2/7/17	Lunch – Pizza Ranch - \$70.51	Lisa Smith
Group Safety Training	Luverne	4/25/17	4/24/17	Lunch – Pizza Ranch - \$33.48	Sally Sieve
Group Safety Training	Pipestone	4/26/27	4/26/17	Lunch – Hanks Foods - \$74.90	Lisa Smith
Collegewide CTL Day	Pipestone	5/5/17	5/5/17	Supplies – Amazon - \$52.00	Lisa Smith/ Sally Sieve
Assessment Meetings (provided breakfast)	Pipestone & Luverne	5/12/17	5/12/17	Breakfast – Teals (Luverne) - \$23.00 & Hanks Food (Pipestone) - \$17.38	Lisa Smith/ Sally Sieve

D2L	Canby – Computer Lab	1-12-17	1-12-17	Meals 38.14	Judy / Teresa
Adobe Connect – Shannon Fiene	Canby – Computer Lab	1-31-17	1-31-17	Meals 38. 14	Teresa
BrightSpace Regional Conference	Bloomington	4-21-17	2-21-17	2 faculty attended Registration Fee: \$110 Mileage: 142.76	Teresa/
CTL Day			5-5-17	Door Prizes \$20.00	Teresa/Judy
Assessment Day	Canby	5-12-17	5-12-17	Breakfast \$14.00	Teresa/Judy
				Web Cams for use with Adobe connect. Appx \$200	