

HLC Leadership Team Meeting
October 26, 2018
8:00 – 9:30 a.m.
Minutes

1. Final Preparations for On-Site Visit
 - a. The team reviewed the final schedule and confirmed it was ready for distribution.
 - b. The schedule and specific meetings to be attended by the team members was confirmed.
 - c. The logistical roles of each team member during the visit were confirmed
2. Transportation Confirmation
 - a. Brent is providing airport transportation on Sunday, October 28th.
 - b. Jo and Brian are providing transportation to and from the Hampton Inn on the 29th and 30th.
 - c. Cynthia is providing transportation to the airport on Wednesday, October 31st.
3. Other Topics
 - a. Barb is confirming the materials in the Veterans Hall of Honor upon arrival.
 - b. Melanie is ensuring that Wi-Fi access is working and assisting with any other types of technology needs.
 - c. David was going to get contact information and share among Brent and Dan (chair), to coordinate the Sunday airport transportation.
 - d. We will receive the team report back in approximately 3 weeks, if necessary we will schedule a meeting after receiving the report.
4. Meeting adjourn at 9:25 a.m. This was the final HLC team meeting scheduled prior to the site visit.