

**Achieving the Dream Communication Team Meeting
May 29, 2019 at 10 a.m.**

Date: 5/29/19

Time: 10 a.m.

Location: 236A, Eller Administration Building

	Name/title	Attendance	
		Yes	No
1	Amy Finch	X	
2	Andrea Franckowiak	X	
3	Julie Griggs		X
4	Kacee Hardy	X	
5	Beth Micke	X	
6	Luciana Shaw		X
7	Jerquan Woods	X	
8	Dr. Karen Bowyer, ex officio	X	
9	Dr. Kay Patterson, ex officio	X	
10	Josh Duggin, ex officio		X
11	Heather Gann, ex officio	X	
12	Rene Garcia, ATD Coach	X	
13	David Hartleb, ATD Coach	X	
14	Edith Carlton, Administrative Assistant to the President	X	

1. The minutes from the 4/29/19 communication team meeting with the ATD coaches were reviewed.
2. The Student Success Vision Statement was reviewed and approved. It will be placed on the DSCC website on the ATD page.
3. The communication portion for the Action Plan was reviewed. The College's communication plan includes the following strategies:
 - a. Messages from the President (email, social media posts, college events such as spring/fall update/conferences, etc.)
 - b. Hold small, informal events/gatherings celebrating successes
 - c. Social media when appropriate to communicate key milestones
 - d. Printed posters/banners displaying key data points/successes placed strategically around each DSCC location (including faculty/staff suites)
 - e. Team provide updates (email, and face-to-face at events such as spring/fall update and conferences, etc.)
 - f. Face-to-Face updates from the college community including college-wide forums, focus groups, faculty and staff updates/conferences, and faculty workshops
 - g. Newsletter distributed electronically and printed
 - h. Updates posted in a special section of MyDSCC
 - i. Update the ATD landing page on the DSCC website and the ATD section in MyDSCC

- j. Display and distribute printed materials as appropriate
 - k. Surveys and focus groups
 - l. Employees provide feedback through comments or questions
 - m. Incorporate ATD principles into the College's marketing and recruitment plans
4. The committee reviewed the student focus group results. Lu Shaw will post information regarding childcare services to the website for students to use as a resource. Dr. Bowyer will speak with Kelly Tivey regarding providing accredited childcare centers from the seven counties on our list with contact names, email addresses and phone numbers for students to use as a resource. We need to list distribution times for food distributions in Dyer County under "food availability." Dr. Bowyer suggested asking Van Wylie to help start childcare centers. Dr. Bowyer will check with Kerrie Heckethorn (SHRM), Matt Duggan and Bill Reffert regarding childcare needs. She will ask Vanessa Presson about their plans to develop a childcare center in Humboldt.
5. Meeting was adjourned at 10:45 a.m.
6. Minutes Submitted by Amy Finch June 3, 2019.