

**Dream Team
Meeting Minutes
Thursday, July 11, 2019
Time: 2:30pm**

Members Present: Jenny Sanders, Dr. Valerie Wilson, Connie Riley, Wayne Banks, Courtney Haygood, Marcus Copeland, David McLeane, Kyra Jerry, Jodi Eppinette, Sara Landaverde

The meeting was called to order by Dr. Valerie Wilson.

The CircleIn agreement has been signed for three years at \$6,500 per year. Kyra agreed to serve as our CircleIn VP to lead the implementation of the app.

The process to be used to communicate team activities was agreed upon at the June 20th meeting. Dr. Wilson will carry out the activities associated with implementing these activities.

A team was identified to present information during fall 2019 convocation to include Jenny Sanders, Kyra Jerry and Jodi Eppinette. The goal of the presentation is to educate new employees about the team, bring everyone up to date on activities and the future of the Team. The presentation group will coordinate with committee chairs as needed in order to include information related to the work of each.

The group agreed that there will not be campus-wide implementation of notes in CampusConnect due to pending implementation of Starfish. In an effort to begin getting comfortable tracking student activities, some offices will begin using the notes.

Barbara Hamilton has agreed to serve as process mapping facilitator. The first process mapping activity will focus on first contact with student to first day of classes. The areas involved identified are: recruiters, financial aid, registrar, business office, admissions, housing, and advisors. The tentative date was set for July 24th and 25th in room TE115. Jenny Sanders will make room reservation. Valerie Wilson will set up a time to have a conference call with John to discuss the logistics of the activity.

Committee reports:

- Intake form - Wayne Banks reported that everything went smooth with use of the form. Jodi Eppinette and Jenny Sanders reported that feedback from students and parents was that the form was lengthy. A total of 149 responses have been received to date. Wayne will check with Communications and Institutional Effectiveness & Research to determine if it is possible to make the link for the form only available on SOAR dates.
- SOAR/Rocket Launch - SOAR is going well. Two SOAR days are remaining. Rocket Launch committee meet this morning. Planning is going well. At this point, the only concern is student attendance. Rocket Launch begins a 12:30pm on August 19th with game night beginning at 6:00pm and end with an ice cream social/pep rally at 4:30pm Tuesday, August 20th.
- Data - No report.
- Community resources - Working on finalizing the participant list. Participants confirmed to date include: Department of Human Services, Women's Crisis Center, CADC, Veterans Upward Bound
- Team Time – No report.
- CircleIn - Kyra Jerry reported that she has not connected with the company to date. She has made contact with Jenny Sanders to begin coordination with the SAU Tech Scholars. There are plans to also discuss the app during the fall faculty meeting.

The next meeting of the team will be the process mapping activity on July 24th and 25th.