

HLC Leadership Team Meeting
September 21, 2018
8:00 – 9:30 a.m.
Minutes

1. Telephone Conversation with Team Chair Dan Howard
 - a. The information from the conversation was reviewed including the specifics of the preliminary schedule and some of the logistical preparation related to transportation preferences and lodging.
 - b. The room reservations have already been made as a block including 7 rooms and a conference room. It was noted that the individual team members would pay for their motel expenses and that the HLC would subsequently bill ESU.

2. Brian provided an updated outline of the preliminary visit schedule.
 - a. The team chair was going to get back with us on any type of dietary preferences his team has. The luncheon will be either a meal or buffet as preferred. The luncheon is to be with the review team and the members of the KBOR who are able to attend.
 - b. The Veteran's Hall of Honor will be the team's work/conference room during the visit. We will cover the exact technology needs in our next conference call. This will include confirming the room set-ups and technology needs for both the Veteran's Hall of Honor and the conference room at the hotel.
 - c. The format of the forums was shared in a previous document sent out by Jo. In addition to the meetings we were provided in our first conference call, we are still waiting for the confirmation on the Focused Visit and other special topic meetings.
 - d. We are still in need of preparing a list of available restaurants and other pertinent information items to put in their welcome bags.

3. Short news items
 - a. We are still awaiting the confirmation of KBOR members who we can expect to attend the site visit.
 - b. The Federal Compliance Reviewer requested pages 2 and 3 of the syllabi document be made into a word document. Jo will send this out to the review team along with the entire pdf document sent to the Federal Compliance Reviewer.
 - c. David will be sending out the second information message to the campus community on Monday 9/24/2018.

4. Next HLC Leadership Team Meeting: Friday, September 28, 8:00 a.m.