

**MINUTES**  
**Quality Enhancement Team Meeting**  
October 7, 2008 at 2:00 p.m.  
Coahoma Community College  
Library 3<sup>rd</sup> Floor Conference Room

At the above named date, time, and location the Quality Enhancement Team of Coahoma Community College met.

**Members Present:**

Ms. Kyrie Antici	Ms. Cheryl Barnes, Secretary
Mrs. Rosemary Dill	Mrs. Karen Done, Chairperson
Mr. Kenneth Done	Ms. Glynda Duncan
Mr. Steven Jossell	Mrs. Elizabeth Melton, Chairperson
Mr. Joharrison Rockett	Mr. Charles Smith
Mr. Damandrick Taylor	

**Members not Present:**

Mr. Matthew Harris	Mrs. Monica Johnson
Mrs. Flora Mangle-Williams	Mrs. Toya H. Matthews
Mr. Robert Rhymes	Ms. Sheila Sanders
Ms. Patricia Sykes	

- I. Welcome/Call To Order and Review of Agenda: Chairperson, Mrs. Elizabeth Melton, called the meeting to order at 2:05 p.m. There was no printed agenda for this meeting. Minutes for the last meeting were previously emailed to each member's e-mail address as requested in the last meeting.
- II. Mrs. Melton stated that we need to encourage more people to complete the questionnaire. Mr. Steven Jossell stated that he went to the evening site at Madison Palmer HS in Quitman County to get some questionnaire completed. He noted that the questionnaires he received indicated problems with financial aid, getting books, and math tutoring.

Mrs. Karen Done, chairperson, reminded everyone about submitting a list of the events going on in their area where someone could go and possibly get questionnaires completed. Ms. Glynda Duncan mentioned that the Lions Basketball Tourney will be October 29, 20, and Nov. 1 at Clarksdale High School Gym. She indicated that she would take some questionnaires and try to get them completed. Mrs. Done stated that if she gets the exact date Ms. Duncan would be there she would see if Mr. Matthew Harris could assist her. Ms. Duncan also stated that the Chamber Banquet may be a good place to get questionnaires completed. She also indicated she would see if the residents of Flowers Manor would complete the questionnaires.

Mrs. Kyrie Antici suggested you contact local chambers of commerce for an e-mail list of businesses that we could possible e-mail the questionnaires to. And if they won't give out their list maybe they would be willing to e-mail the questionnaire out for us. She indicated that her area had a business listserv and she would be willing to e-mail the questionnaire to them. Mrs. Antici added that Mrs. Josephine Rhymes with Tri-County Workforce Alliance may have a contact list or a listserv.

Mrs. Done indicated that the process is on track. Mrs. Rosemary Dill stated we are doing what we should be doing. She added that we need to document, document, document—who, what, when, where, and how.

Mrs. Done asked who would contact the chamber of commerce in their area. These are the assignments: Coahoma and Tallahatchie Counties—Ms. Antici; Tunica County—Mrs. Done; Bolivar County—Mr. Charles Smith; and Quitman County does not have a chamber of commerce but Mr. Steven Jossell would check with the development organization in Marks. Mr. Damandrick Taylor said he would contact the mayor of Shaw for possible contacts to e-mail the questionnaires to.

Ms. Duncan also suggested attending the Delta Area Council meeting held at DSU near the end of the year. She would find out the exact date and report back. She also suggested asking the Alumni Affairs Office to put the survey in their next correspondence to alumni. Ms. Cheryl Barnes indicated that was done about two weeks ago. She distributed a copy of the correspondence to each member present.

Ms. Barnes also reminded the group of the possibility of using the Adult Basic Education department as an inlet to the communities they serve. She also suggested that Mrs. Panny Mayfield, CCC Public Relations Director be contacted about putting ads in newspapers and on radio asking people to complete the questionnaire.

Mr. Smith stated that the Associate Degree Nursing department lists their activities on its website.

Other suggestions: Setting up at area job fairs, transfer day, and at Career-Tech Craft Committee meetings.

- III. Next Quality Enhancement Meeting will be held Tuesday, October 21, 2008 at 2:00 p.m. in the conference room of the 3<sup>rd</sup> floor of the library.

Mrs. Done and Mrs. Melton thanked everyone for coming and asked each person to be mindful of their assigned task for the next meeting. There being no other further discussions the meeting adjourned at 2:50 p.m.