Recruitment and Enrollment Team Minutes
Date/Time: June 22, 2022/ 2:00 pm
Location: River Room/ Zoom

Chair: Mandy Hazel

Roll Call:

√	Cara Doerr	√	Cody Dawson	√	Jesse Smith-Fulia
√	Kevin Hunsperger	√	Sabrina Black		Virginia Chamness
√	Amanda Hazel	√	Jon VanMeter		Lindsay Johnson
	Monica Brahler	√	Tanya Hill		Mindy Ashby
√	Danielle Boyd	√	Sandy Fontana		Kylee Frassato

√ indicates attendance, leaving blank indicates absent

Agenda Items:

I. Call to Order
The meeting was called to order at 2:03 pm by Mandy Hazel, Chair.
A quorum is present.

II. Approve Minutes of May 25, 2022
Dr. Doerr made a motion to approve the minutes as written with a second by Kevin Hunsperger. All members voted in favor and the motion carried.

III. Additions to the Agenda
There were no additions to the agenda.

IV. Items for Discussion

a. Operational Function: Monitor recruitment activities and provide a monthly report- Dr. Cara Doerr

- Dr. Doerr reported that she is waiting on FY23 budget approval so that she can plan recruitment events/trips.
- The number of applications processed is up over last year. Credit Hour enrollment is up for both summer and fall.

- The Saints Kids' Camps are bringing many people on campus which may trigger them in to thinking about taking some classes.
- Extended registration hours were held prior to and the first day of the summer semester. A couple of the extension centers had no traffic during this time. Financial Aid was available at each location at least one day during extended registration. Most students come to Main Campus so that they can pick up their books while they're here. Kevin said that the extended hours were advertised on Facebook, Twitter and Instagram, as well as on the digital billboard and the internal TVs.
- Danielle believes a mass text message went out to students, instead of email, to notify them of the extended hours.
- Tanya commented that they are doing more enrollment by telephone and through email since COVID, especially with non-traditional students. Tanya went on to say that they tried to do this in the past (before COVID), but it was not encouraged.
- Tanya also explained that many of our summer students are taking online classes only so they may have enrolled online or over the telephone and only have to come to campus to pick up their books.

b. Survey Monkey – Recruitment and Enrollment Policies- review by 7/22/22 – instructions will be emailed

- Mandy Hazel emailed the link to the Survey Monkey for policy review, along with instructions on how to do the review. She also included print screens from the survey to show what questions are asked in the survey. Mandy briefly went over these instructions and the survey questions.
- This team has 6 policies to review and Mandy would like to have the reviews completed by July 22, which is the Friday before the next team meeting.
- Jesse Smith-Fulia reminded the team that there is no right or wrong answer in doing these surveys.

c. Student tracking – Program and class requests

- Virginia Chamness created a spreadsheet to track student requests for things that we are not currently offering, such as particular programs or a specific class in a semester when that class is not typically offered. This spreadsheet was sent out to the student affairs department.
- Tanya and Virginia will work together to send out an email to better explain the purpose of the spreadsheet and then share it with all full-time faculty/staff.

V. New Business

There was no new business to discuss.

Adjournment

Tanya Hill made a motion to adjourn the meeting, with a second from Jesse Smith-Fulia. All voted in favor and the meeting adjourned at 3:20 pm.

The next meeting will be held on Wednesday, July 27, 2022 at 2:00 pm in the River Room and via ZOOM.