Recruitment and Enrollment Team Meeting Minutes
May 24, 2023 / 2:00 p.m.
River Room/ Zoom

Chair: Mandy Palmer and Carrie Davis

Roll Call:

√	Carrie Davis	√	Sabrina Black	√	Virginia Chamness
√	Kevin Hunsperger	√	Jon VanMeter		Lindsay Johnson
√	Mandy Palmer	√	Tanya Hill	√	Mindy Ashby
	Danielle Boyd		Sandy Fontana	√	Gabriel Nuokye
√	Mindy Reach	√	Jesse Smith- Fulia		

√ indicates attendance, leaving blank indicates absent

Agenda Items:

I. Call to Order

The meeting was called to order at 2:02 pm by Carrie Davis, Co-Chair. A quorum was present.

II. Approve Minutes of March 22, 2023 Meeting

A motion to approve the minutes of the March 22, 2023 meeting was made by Mindy Reach, with a second by Gabriel Nuokye. All voted in favor and the motion carried.

III. Items for Discussion

a. Monthly reports from team members on recruitment activities

- Mindy Ashby reported that she has been attending IEP meetings. Most have been Transition Days at AJ where they hold these meetings back to back all day. This is a recruitment activity because most of these students plan to attend SCC.

- Mindy Reach reported that the advisors have been going to the high schools to register students and attending Awards Nights to award scholarships.
- Tanya Hill reported for Student Support Services. They are still recruiting students for their program. They are reaching out to a lot of incoming students, students who were in Educational Talent Search, and non-traditional students. They are also enrolling students and reaching out to their students who have not yet enrolled.
- Mindy Reach added that Sabrina ran a list of students who have not yet enrolled and she is sending that out to the advisors so they can contact their students.
- Carrie Davis reported that today's enrollment report showed that we are up for both Summer and Fall semester.
- Virginia Chamness mentioned that she received a request from a student for a campus tour. The date requested for the tour happens to be a Friday. Since we are going to be closed on Fridays this Summer, she did a Help Desk ticket to request Fridays be blocked through the end of July. Jonathan VanMeter said he will take care of that.

b. Review Strategic Plan Initiatives (sent separately)

- Mandy Palmer went through the Strategic Plan and shared Strategic Initiatives that she believes to be relevant to the Recruitment and Enrollment Team. These initiatives were previously shared with the team.
- The team went through each of these chosen initiatives individually to determine which ones they should address. They found that some of them may be more relevant to a different team so this group will not proceed with them. They also found that work has already begun on some of the initiatives.
- The team identified 4 initiatives to begin working on.
    1. Goal 2, Objective 1, Strategy D
    2. Goal 2, Objective 1, Strategy G
    3. Goal 2, Objective 1, Strategy H
    4. Goal 2, Objective 3, Strategy A

IV. New Business

There was no new business to discuss.

Adjournment
A motion to adjourn was made by Mindy Ashby, with a second by Tanya Hill. All voted in favor and the motion carried. The meeting adjourned at 3:07 pm.

Next Meeting: June 28, 2023 at 2:00 pm in the River Room & ZOOM.