Recruitment and Enrollment Team Meeting Minutes
July 26, 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

I. Call to Order

The meeting was called to order at 2:05 pm by Co-Chair Carrie Davis. A quorum was present.

II. Approve Minutes of May 24th, 2023 Meeting

A motion to approve the minutes of the May 24, 2023 meeting was made by Mindy Ashby, with a second by Danielle Boyd. 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 post cards are being mailed to let new and returning students know about Student Success Saturday.
- Mindy has also created a newsletter that lets students know about all the support services we have to offer to our students.
- Erin King is setting up Scavify, an app we can use for student engagement. She will be presenting this at the cabinet meeting

next week. She hopes to use the app for a scavenger hunt on Student Success Saturday.

- Blake Goforth is teaming up with Rob Lucas to create a VR Lab where students will be able to explore careers hands-on.
- Kevin Hunsperger checked with the company making our new Bernie costume. They are still on track with a mid-September delivery date.
- Kevin continues to work with Vienna High School who received a grant for a podcast studio. He & Dr. Taylor have met to go over ideas for podcasts.
- Mindy Reach reported that the advisors are continuing to enroll students and calling students who have been approved for Pell but have not yet enrolled in classes.
- Financial Aid staff are calling students who are enrolled but have not yet completed their FAFSA.

b. Talk about summer communication with students registered for fall

- The team is kicking around ideas for a summer event to keep students engaged and bring them to campus. This will be separate from Student Success Saturday.
- Carrie suggested we also call, text, or email students to check-in with them over the summer. Students are going to be able to log in to their email accounts faster than they used to so that will be a good way to reach out to them over the summer.

c. Begin work on Strategic Plan – G2SD

The team looked at the Potential Deliverables to see what items are already in progress and what we can start working on.

- We already have an online catalog. Jonathan said this is a PDF version and he is working on a virtual version.
- Some of the advisors have added an appointment calendar to the website so students can schedule their advising appointments. This increases contact with students and can assist students in registering at multiple locations. We need to ask all of the advisors to add the appointment calendar to the website. Mindy Reach showed them how to do it at an advisor meeting and sent them an email with step-by-step instructions.
- We are now using Career Coach.
- The team agreed that we have no control over increasing options for students when classes are cancelled due to low enrollment. This needs to be addressed by Academic Affairs.

- The advisors are holding regular meetings which will improve consistency in practices across the campuses.
- We are currently updating our Financial Aid processes which may keep some students from dropping due to financial issues.
- We have streamlined the bus pass process.

IV. New Business

Carrie asked if we can change the date/time of the team meetings due to a conflict with the Ambassador class. The team agreed to keep the meeting day Wednesday and to move the time from 2:00 to 1:30. She will notify Tina Dudley of the change.

Adjournment

A motion to adjourn was made by Danielle Boyd, with a second by Mandy Palmer. All voted in favor and the motion carried. The meeting adjourned at 3:12 pm.

The next meeting will be held on August 23, 2023 at 1:30 pm in the River Room and ZOOM.