Recruitment and Enrollment Team Meeting Minutes
December 06, 2023 / 1:30 p.m.
River Room/ Zoom

Chair: Mandy Palmer and Carrie Davis
Roll Call:

√	Carrie Davis	√	Eric Howard	√	Gabriel Nuokye
√	Kevin Hunsperger	√	Mandee Trowbridge		
√	Mandy Palmer		David Davis		
	Kyle Smith	√	Teale Betts		
√	Mindy Reach	√	Virginia Chamness		

√ indicates attendance, leaving blank indicates absent

I. **Call to Order**
The meeting was called to order by Carrie Davis, co-chair, at 1:32 pm. A quorum was present.

II. **Approve Minutes of October 25, 2023 Meeting**
A motion to approve the minutes of the October 25, 2023 meeting was made by Mandee Trowbridge, with a second by Mindy Reach. All voted in favor and the motion carried.

III. **Items for Discussion**

a. **Monthly reports from team members on recruitment activities**

- Mandee Trowbridge reported that the Financial Aid office continues to make monthly visits to the extension centers. The new FAFSA application is supposed to be available December 31 so they have scheduled high school visits the first week of January. Moving forward, all Financial Aid staff will be visiting the high schools.
- Mindy Reach reported that Stacy Simpson went to Vienna High School with Kyle Smith on Tuesday. This was her first visit to the high school as the new Johnson County Extension Center Coordinator.

- Carrie Davis reported that the advisors continue to make weekly visits to the high schools. They have been registering Escrow students for the Spring semester and the last two weeks they have been helping them with the scholarship application. They will also start keying-in Dual Credit. Carrie added that the scholarship process is so much easier this year.
- We will be participating in the Cairo Lights Parade on Friday night.

b. Update about reaching home school students

- Kevin Hunsperger reported that he posted information on the Music Club's Breakfast with Santa event because most of the people who responded to his original posts indicated they have younger children.
- We need to be sure to invite home school and Christian school students to our regular events such as Shawnee Experience (SCC Day), CTE Day, NSO, etc. and treat them the same as we do our regular in-district high school students.
- Mandee Trowbridge suggested we also offer a day of events for middle school students. We could show them our esports room and have games set up in the gym for SCC swag.
- Mandee also suggested putting together a recruitment box of SCC swag and information to send out to home school students. Then we could work with those who reach out to us.

IV. New Business

There was no new business to discuss.

Adjournment

A motion to adjourn was made by Teale Betts, with a second by Gabriel Nuokye. All voted in favor and the motion carried. The meeting adjourned at 2:14 pm.

Next Meeting: January 24, 2024

The next meeting will be held Wednesday, January 24, 2024 at 1:30 in the River Room and via ZOOM.