Recruitment and Enrollment Team
Meeting Minutes
April 24, 2024 / 1:30 p.m.
The Beach/ Zoom

Chair: Mandy Palmer and Carrie Davis

Roll Call:

√	Carrie Davis		Eric Howard	√	Gabriel Nuokye
√	Kevin Hunsperger	√	Mandee Trowbridge		Jeff McGoy
√	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 at 1:39 pm by Carrie Davis, Chair. A quorum was present.

II. Approve Minutes of March 27, 2024 meeting

A motion to approve the minutes of the March 27, 2024 meeting was made by Virginia Chamness, with a second by Mandee Trowbridge. All voted in favor and the motion carried.

III. Items for Discussion

a. Monthly reports from team members on recruitment activities

- Carrie Davis has visited each of her high schools at least once since her return to work. She recently did Cobden, Egyptian and AJ registration days and they went well. Carrie also mentioned the high school awards ceremonies will be coming up and we will be participating in those.
- Mandee Trowbridge reported that Financial Aid has been contacting students who are enrolled in summer classes and have not yet completed the 23-24 FAFSA to remind them to

do so. She also reported that they are beginning to receive papers for some of the scholarships such as Ambassador and Music. Keyarra is contacting the high schools for the Vals and Sals. They have received permission to move down the list if the Val and Sal do not plan to attend SCC. There is talk of changing the names of the Vals and Sals scholarships since these students may not actually be the ones receiving the scholarships. Mandee also suggested using Bernie Bucks as incentives to get students to participate in events. The Bernie Bucks could be applied to tuition. This incentive would need to go through proper channels to be approved and built in to the budget before implemented.

- Mandee Trowbridge reported on behalf of the bookstore. Summer books are at 95% completion for adoption and are on the website for summer. Fall books are not out there yet, but they are working on it. The bookstore has implemented a new adoption process.

b. Update Parent Nights

Mindy Reach reported on the Parent Night events. The attendance varied by schools, but the people who did attend were engaged and interested in the information we presented to them. There were not a lot of seniors in attendance, but the students ranged from 8th graders through high school juniors. The final Parent Night event is tonight.

c. Update High School Registration Days

The high school registration days have all been completed.

IV. New Business

- Mindy Reach reported that the first draft of the HLC argument was forwarded to the steering committee. This team will wait to see if it is returned for any additional information.
- Mindy Reach reported that we have purchased a customer relations management system which will help us with the recruitment process and tracking prospective students, current students, contacts and services.
- Mandy Palmer asked that we bring ideas to the May meeting regarding a summer event that will be in addition to our Student Success Saturday event.

Adjournment

A motion to adjourn was made by Mindy Reach, with a second by Mandy Palmer. All voted in favor and the motion carried. The meeting adjourned at 2:25 pm.

The next meeting will be held on Wednesday, May 22, 2024 at 1:30 pm in H2090 and via ZOOM.