Recruitment and Enrollment Team Meeting Minutes
July 24th, 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	√	Melissa Luttenbacher
√	Kyle Smith	√	Teale Betts		
√	Mindy Reach	√	Virginia Chamness		

Agenda Items:

I. **Call to Order**
The meeting was called to order at 1:33 pm by Carrie Davis, Chair. A quorum was present.

II. **Approve Minutes of June 26, 2024 meeting**
A motion to approve the minutes of the June 26, 2024 meeting was made by Teale Betts, with a second by Kyle Smith. All voted in favor and the motion carried.

III. **Items for Discussion**

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

- Kyle Smith reported that he has given several campus tours and has several more scheduled.
- Carrie Davis reported that she has also been giving tours. She added that the Admissions student worker will be making up some goodie bags ahead of time so that the advisors can be better prepared the day of the tour. Carrie also asked Jonathan Van Meter to add a field for the student's t-shirt size on the

website page for tour requests so that a future saints t-shirt can be added to the prospective student's goodie bag.

- Mindy Reach suggested we do things to make the tour a special event for the prospective student. We want to get them excited about their visit. We could have a welcome sign with their name on it and maybe have something we can use for a photo op so they can take pictures to share on social media.
- Carrie suggested one way to reach out to non-traditional students is by taking information on our healthcare programs to the CNAs working at our local nursing homes and assisted living facilities.
- Mandy Palmer commented that student traffic has picked up at the Union County Center. The OTA move-in day is tomorrow.
- Kevin Hunsperger reported that 90% of the program flyers have been updated. He has 3 more to do but is waiting to hear from Mandy Hannan to finish up.

b. Virtual Summer event – Update

- One of our former ambassadors came in to work with Kevin on a podcast and video.
- Sabrina Black is going to create a report with personal email addresses for all of our fall enrollees.
- The video will also be put on social media.

c. Review College Publications – Update

- Kevin reported that there hasn't been much done with this since the last meeting.

IV. New Business

- The team discussed our participation in community events, materials to have on display, incentives to get people to complete our interest cards, and ways to reward the volunteers who work the events.
- The team also discussed possible events that could be held on our campus.
- In the future, Mindy Reach is planning to do a newsletter for parents and high school counselors and will be looking for content to put in it.

Adjournment

A motion to adjourn was made by Kyle Smith, with a second by Teale Betts. All voted in favor and the motion carried. The meeting adjourned at 2:37 pm.

The next meeting will be held on Wednesday, August 28, 2024 at 1:30 pm in H090 and via ZOOM.