Recruitment and Enrollment Team Meeting Minutes
August 28th, 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		Melissa Luttenbacher
√	Mandy Palmer		David Davis	√	Maggie Calcaterra
√	Kyle Smith	√	Teale Betts		Jeff McGoy
√	Mindy Reach		Virginia Chamness		

Agenda Items:

I. Call to Order

The meeting was called to order at 1:37 pm by Carrie Davis, Chair. A quorum was present.

II. Approve Minutes of July 24, 2024 meeting

A motion to approve the minutes of the July 24, 2024 meeting was made by Mandee Trowbridge, 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 and Carrie reported that they have all of their dual credit in, except for a few stragglers who were absent.
- Kyle commented that the dual credit process seemed to go smoother this year and he received good feedback from the schools.

- Teale Betts will be recommending setting up a couple of test dates over the summer to help streamline dual credit. Teale is continually working to make the dual credit process better for everyone. She plans to visit each of the high schools in the next 2 weeks.
- Carrie reported that Jeff McGoy suggested the advisors space out their weekly visits to the high schools and allow others from the college to visit them in the weeks between. This will maintain our presence in the high schools on weeks there is no need for the advisor to go.
- Mandee Trowbridge reminded the team that scholarships do not follow the FAFSA calendar. She suggests the seniors do the 24-25 FAFSA this fall when they complete the scholarship application. She also suggested whoever talks to the seniors familiarize themselves with the 10 basic requirements for scholarships. These are listed in the scholarship book.
- Carrie suggested financial aid staff visit the high schools once in the fall semester and once in the spring semester.

b. Participation in community events

Carrie Davis reported that we plan to participate in 3 community parades coming up in the next week. They are the Heritage Blues Fest parade in Cairo, the Cache River Days parade in Ullin, and the Labor Day parade in Metropolis.

c. Review College Publications – Update

There were no updates for this today.

d. Navigate 360 – Update

Mindy Reach reported this is our new CRM which will be used to contact and track our students and prospective students. We are in the early stages of setting up our preferences.

IV. New Business

Mindy Reach reminded the team of the High School Counselors' Retreat to be held 8:00 am – 2:30 pm on Thursday, September 12, 2024 at the Clyffe Café in Vienna.

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 2:21 pm.

The next meeting will be held on Wednesday, September 25th, 2024 at 1:30 pm in H2090 and via ZOOM.