Recruitment and Enrollment Team Meeting Minutes
September 25th, 2024 / 1:30 p.m.
Founders Room/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		

I. Call to Order

The meeting was called to order at 1:31 pm by Carrie Davis, Chair. A quorum was present.

II. Approve Minutes of August 28th, 2024 meeting

A motion to approve the minutes of the August 28, 2024 meeting was made by Teale Betts, with a second by Gabriel Nuokye. 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 is working on sophomore dual credit apps. He still has Massac to go and they will be doing them in October. He reported that the high schools are excited about having other SCC staff visiting them in between the advisor visits and they haven't even started that yet.
- Mandee Trowbridge reported that financial aid has started visiting the extension centers.
- Mindy Reach reported that the scholarship portal will open October 1. The scholarship book will not be available by that date.

- Carrie Davis reported that SCC is the 1st choice for many of our high school seniors this year. She also reported that AJ sent a class down for Career Exploration in Criminal Justice, Forensics, and Nursing. Eric Howard and Michelle Williams met with them to answer questions and show them their departments. She received positive feedback from the students on this visit. Carrie has also talked to the student Ambassadors about speaking to the high school students.
- Teale Betts addressed the group about testing issues. We need to find a way to best accommodate the high schools for testing and to test the students who missed the initial date or who may need to retest.
- Teale also reported that the high schools are asking to come tour the welding shop for dual credit. They are also hoping to get dual credit for automotive and HVAC.

b. Community Events List

- The team discussed the list of upcoming community events and our participation in them.
- Kevin informed the team that he has been tasked with creating a policy specifically for parades to set a standard of what we will look like when we're in the public. The team discussed things that should be covered by this policy.

c. Navigate 360 – Update

- Mindy Reach reported that we are in the early stages of setting up our preferences and assigning roles for the recruitment side of it.

IV. New Business

There was no new business to discuss at this meeting.

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 2:43 pm.

The next meeting will be held on Wednesday, October 23rd, 2024 at 1:30 pm in H2090 and via ZOOM.