



Recruitment and Enrollment Team Minutes
March 26th, 2025 / 1:30 p.m.
The Beach/ Zoom

Chair: Mandy Palmer and Carrie Davis

Roll Call:

<input checked="" type="checkbox"/>	Carrie Davis	<input checked="" type="checkbox"/>	Eric Howard	<input checked="" type="checkbox"/>	Gabriel Nuokye
<input type="checkbox"/>	Kevin Hunsperger	<input checked="" type="checkbox"/>	Mandee Trowbridge	<input checked="" type="checkbox"/>	Melissa Lutzenbacher
<input checked="" type="checkbox"/>	Mandy Palmer	<input type="checkbox"/>	David Davis	<input checked="" type="checkbox"/>	Maggie Calcaterra
<input type="checkbox"/>	Kyle Smith	<input type="checkbox"/>	Teale Betts	<input type="checkbox"/>	Jeff McGoy
<input checked="" type="checkbox"/>	Mindy Reach	<input checked="" type="checkbox"/>	Virginia Chamness	<input type="checkbox"/>	

I. Call to Order

The meeting was called to order at 1:32 pm by Carrie Davis, Chair. A quorum was present.

II. Approve Minutes of February 26, 2025 meeting

A motion to approve the minutes of the February 26, 2025 meeting was made by Mandy Palmer, with a second by Gabriel Nuokye. All voted in favor and the motion carried.

III. Items for Discussion

a. Monthly reports and updates from team members

- Mindy Reach reported that the high school Parent Nights have begun. Attendance at these events has been ok. There are 3 Parent Nights scheduled for next week.
- Mindy also reported that registration for Summer and Fall starts on Monday, March 31, 2025. She used our new CRM to remind currently enrolled students that enrollment begins Monday.

- Mandy Palmer reported that they pretty much have the summer ready to go with Community Ed. They are getting the flyer ready to go for that.
- Carrie Davis reported that she is still visiting her high schools regularly. She said there is a decent number of AJ High School seniors planning to attend Shawnee after graduation.
- Carrie also reported that registration days at the high schools will be starting very soon. Her first one is at Cobden next week.
- Carrie added that the high school Awards Nights will be coming up soon.
- Mande Trowbridge reported that the scholarship deadline is April 1.

b. Marketing Ideas

i. Cookie cost

- Kevin Hunsperger is checking cookie costs for the team; however, he was unable to attend this meeting. Hopefully, he will present his findings at our next meeting.

ii. County businesses

- Melissa Luttenbacher created a list of local businesses by county for Workforce Development. She is graciously sharing her list with this group. The team began reviewing the list to determine possible needs for training. We believe we can definitely try to recruit for our Nursing and healthcare, Truck Driving, Welding, Automotive, and HVAC-R programs based on the types of businesses listed.

c. Summer Recruitment

- The team will be planning a Disc Golf Tournament for incoming freshmen to prevent summer melt this year.

d. Ways to involve past students

- There was nothing new to report on this.

e. Recruitment of nontraditional and veteran students

- The team plans to reach non-traditional students when recruiting at local businesses this summer.
- Melissa suggested speaking with a representative from the Veterans Affairs office to partner with them for programs we offer.

f. Recruiting at local businesses

- This is part of the Marketing Ideas discussed earlier where the recruiters plan to visit local businesses over the summer.

IV. New Business

There was no new business to discuss at this meeting.

Adjournment

A motion to adjourn was made by Melissa Luttenbacher, with a second by Mande Trowbridge. All voted in favor and the motion carried. The meeting adjourned at 2:23 pm.

The next meeting will be held on Wednesday, April 23, 2025 at 1:30 pm in H2090 and via ZOOM.