

Recruitment Committee

MEETING MINUTES

Date: November 1, 2023

Time: 3:00 p.m.

Place: Microsoft Teams

I. Call to order

- a. *Tammy Ward, Chair*, called to order the regular meeting of the *Recruitment Committee* at 3:01 p.m. on November 1, 2023, via *Microsoft Teams*.

II. Roll Call

- a. ***The following committee members were present:*** Gary Hall, Kelsey Jackson, Amanda Rhodes, Vice Chair, Casey Rapp, Jenny Sanders Sanequa Thompson, Secretary, Chelsey Turner, Heath Waldrop, Tammy Ward, Chair, and Ray Winiecki.
- b. ***The following committee members were excused:*** Cannon Lester
- c. ***The following committee members were absent:*** none.
- d. ***The following guests attended the meeting:*** Mary Kate Sumner.

III. Approval of minutes from the last meeting

- a. Ray Winiecki made a motion to approve the minutes of the committee meeting held on October 20, 2023. Amanda Rhodes seconded the motion. The minutes were approved as written.

IV. Chair update – Tammy Ward, Chair

- a. The next Student Affairs meeting will be November 10, 2023.

V. Old Business

- a. Heath Waldrop gave a summary of Recruiting Events for the month of October 2023, including South Arkansas College preview day. South Arkansas College was represented by Mary Kate Sumner at the Bastrop, LA college fair.
- b. Discussion
 - i. Mary Kate Sumner reviewed the purpose, function, and representation of membership of the Recruitment Committee. There was a discussion for the Arts & Sciences & Health Science divisions to have one member serve on the Recruitment Committee to have equal representation between the Arts & Sciences, Health Science, & Career & Technical Education divisions. The committee opted to table a change in representatives from the Arts & Sciences and Health Science divisions.
 - ii. Heath Waldrop made a motion to remove the title of ex-officio from Director of Adult Education, Director of Upward Bound, Concurrent/Dual Enrollment Coordinator, and

Dean of Career and Technical Education. Additionally, the title of Vice President for Student Services was renamed Vice President for Student Affairs, the letter s was removed from Health Sciences, and the letter s was added to representative. *Sanequa Thompson* seconded the motion. The committee approved the motion.

VI. New Business

- i. Jenny Sanders shared how it would be beneficial for a shared coordinated outreach recruitment calendar for recruiting events. The shared calendar would list who is representing South Arkansas College at the recruiting event. The purpose of a shared calendar would be useful in coordinating and streamlining, thus preventing gaps in coverage for recruiting events. Also, Jenny suggested a working list of who can attend recruiting events using a coordinated team approach.

VII. Announcements

- a. Upcoming events
 - i. November 2, 2023- Harmony Grove High School Senior College Night
 - ii. November 2, 2023- Hamburg High School College & Career Fair
 - iii. November 8, 2023- El Dorado High School Fair Seniors Only (day event)
 - iv. November 14, 2023- El Dorado High School College & Career Fair
 - v. November 15, 2023- Counselor Appreciation Day at South Arkansas College
 - vi. December 1, 2023 – Fordyce High School College Day
 - vii. January 25, 2024 – Hampton High School Fair
 - viii. January 25, 2024- Junction City High School College and Career Fair

VIII. Adjournment

- a. A motion to adjourn was made by *Ray Winiecki*, and seconded by *Heath Waldrop*. The meeting was adjourned at 352 p.m.

Minutes submitted by: Sanequa Thompson