

## **Recruit Team Audio Conference Minutes 6/22/2010 – 2pm**

### **Campus Attendees:**

Kodiak  
Nome  
Mat-Su  
UAF  
UAS  
UAA  
Statewide

### **Call "Hosts"/Agenda Planning**

UAA will host & plan agendas for conference calls  
Next host/agenda planner will be the campus hosting the next Recruit Camp. This is how group agreed to rotate responsibility of conference calls.

### **Best Practices Manual**

UAF will email the listserv their current training/resource manual for new hires  
Saichi has found a Best Practices Manual for Livingston College and will continue to check into CAL State, UC System, Oregon System schools  
Campuses will send "mug shots" and short bio to Kate & Marnie (kate.miller@uaa.alaska.edu & marnie.kaler@uaa.alaska.edu) for manual. This includes, but is not limited to recruitment staff.  
UAF pictures & bios are currently on website and we can use those

Include a "flow chart of recruitment cycle" for each campus; contact info; etc.

UAF brought up idea of keeping Manual more of "shell" for training purposes that individual campuses can customize

Draft version to be completed before winter break

### **Fall Travel - In State**

Go ahead with shared ANC, FBX, KEN, and JUN trips as regularly planned/scheduled

Tentative date for Kenai trip is week of 9/13

Tentative date for FBX trip is week of 9/20

\*3-MAU presence planned for Kenai Central Fair on 10/27

Continue to look into/plan trips between FBX and Talkeetna, FBX and Valdez  
(Nenana & Anderson, Cantwell & Healy, Glennallen & Valdez)

Possible that part of this trip will happen in fall and 2nd part in the spring

### **Fall Travel - Out of State**

Additional discussion about each MAU's out of state schedule to happen off call between travel committees (members to be determined over listserv)

Agreed that Scanner (Lead Retrieval units) at NACACs will be ordered by MAU that registers for the fair and that response email document (excel) with student inquiries will be sent to Jessica at UAF.

Student inquiries coming from Scanners (Lead Retrieval units) will be sent to & compiled by Jessica Bennett. Jessica will then email names & info to Laura Keegan at UAA and Amanda at UAS

**Student Inquiries**

Agreement that student inquiries from shared travel (in/out of state) will be compiled and sent to other campuses within one week of receipt

**Shared Publication**

Saichi & Mary will look into publication of shared UA document to be used on recruiting trips  
They will need a draft of the text we (as MAU's) would like to see, types of photos, etc

**Counselor Listserv**

Mary needs any and all updates to the counselor list sent out to Recruit Team listserv  
A draft letter will be sent out over our Recruit Team listserv for feedback

Letter is to include:

Welcome

Explanation of Purpose (SW and local campus important dates & information)

**Action Items for next Audio Conference**

Form committees for travel, shared publication, best practices manual

Send out over listserv which committee you would like to be on

Clarify vision for shared travel - how, which trips are to be shared, logistics, etc

**Next Audio Conference**

July 13th 3pm