

1. Call to Order and Roll Call – Committee Chair Paul Konstanty, presiding		
2. Verification of Appropriate Notice of Public Meeting	Action	2
3. Review and Approval of Agenda	Action	1
4. Review and Approval of Minutes of Previous Meeting	Action	3
5. University Recommendations and Reports	Information	
5.1 Recruitment & Retention Update		
6. Next Meeting Date – <i>January 26, 2016</i>		
7. Adjournment		

<p style="text-align: center;">West Virginia State University <i>Recruitment and Retention Committee</i></p>
<p>Date/Time: 11/10/2016 -- 9:30 AM</p>
<p>Location:</p> <p>West Virginia State University Erickson Alumni Center Weisberg Lounge Institute, WV</p>
<p>Purpose: To conduct the regular business of the Committee in preparation for the November 10, 2016 Board of Governors meeting.</p>
<p>Notes:</p> <p>This is a compliant meeting.</p>
<p style="text-align: center;">Meeting was approved: 11/2/2016 8:51:43 AM</p>

**West Virginia State University Board of Governors
Recruitment and Retention Committee
Erickson Alumni Center, Weisberg Lounge
Minutes
September 15, 2016**

1. **Call to Order and Roll Call**

Dr. Guetzloff called the meeting of the West Virginia State University Board of Governors Recruitment and Retention Committee to order at 9:36 a.m.

Present: Dr. Tom Guetzloff, Mr. Paul Konstanty, and Ms. Shealyn Shafer. Several members of the administration, faculty and staff were also present.

2. **Election of Committee Chair**

Mr. Tom Bennett asked for nominations for Committee Chair. Dr. Tom Guetzloff motioned for approval to elect Mr. Paul Konstanty as Committee Chair, and Ms. Shealyn Shafer seconded the motion. The motion passed.

3. **Election of Presiding Officer in the Absence of Committee Chair**

Mr. Tom Bennett asked for nominations for Presiding Officer in the Absence of Committee Chair. Mr. Paul Konstanty motioned for approval to elect Dr. Tom Guetzloff as Presiding Officer in the Absence of Committee Chair, and Ms. Shealyn Shafer seconded the motion. The motion passed.

4. **Verification of Appropriate Notice of Public Meeting**

Mr. Paul Konstanty announced the Verification of Appropriate Notice of Public Meeting.

5. **Review and Approval of Agenda**

Mr. Paul Konstanty asked for approval of the agenda. Dr. Tom Guetzloff made the motion, and it was seconded by Ms. Shafer. The motion passed.

6. **Review and Approval of Minutes of Previous Meeting**

Mr. Paul Konstanty asked for approval of the minutes of the previous meeting. Dr. Tom Guetzloff made the motion, and it was seconded by Ms. Shealyn Shafer. The motion passed.

7. **University Recommendations and Reports**

7.1 Recruitment Update

Mrs. Amanda Anderson provided an update on fall 2016. Freshman applications are at 7,201, an increase of 144 percent over fall 2015. Out-of-state applications increased 247 percent compared to last year, with 5,392 applications received. For in-state applications, 2,009 were submitted compared to 1,477 in fall 2015; 650 were from Kanawha County and 161 from Putnam County, compared to 491 and 137 last year. Applications from other

counties in the state were 1,198 compared to 849 last year.

Freshman admits are 3,335 compared to 1,355, an increase of 145 percent over fall 2015. In-state freshman admits are 1,025 and out-of-state are 2,310. By county, Kanawha increased 30 percent with 382 admits compared to 294; Putnam increased 11 percent with 113 admits compared to 102; and other counties increased 31 percent with 530 admits compared to 405 last year. Freshman enrollment for the 10-day census is 436 compared to 381, a 14 percent increase over fall 2015. The 30-day census date is Sept. 23, 2016, and that data will be presented at the Nov. 10, 2016, meeting. The Committee also received a breakdown of in-state first-time freshmen by high school.

Transfer applications are at 320 compared to 305 last year, an increase of 6 percent. Admissions staff is discussing the transfer process, scholarship awarding, etc. to continue moving the needle upward in this area. President Jenkins said he wants the University to offer more two plus two programs and for faculty to be more involved in relationship building with faculty at the two-year institutions. Mrs. Amanda Anderson said she does not believe there is an issue with students transferring in losing credits, as most students who have credit transfer issues are those who come from a non-accredited institution. She said an additional checklist was distributed to new students this year to help ensure they have completed all necessary information and follow appropriate steps to ensure that their credits transfer. A reminder about bringing college course work is also included in orientation information. Mrs. Amanda Anderson reported that dual credit and early enrollment increased significantly since last year from 864 to 1,216. International enrollments increased from 23 to 41.

Mrs. Amanda Anderson provided an update on new and continuing outreach initiatives including college fairs, high school visits, mini State Days, alumni messaging, recruitment opportunities, counselor meetings with alumni, and individual and group visits. Retention initiatives are being reviewed to determine if new programs need to be implemented. Committee discussion was held on students who drop out after accepting financial aid money and do not attend any classes. President Jenkins stated the new enrollment management and retention plans would address these types of issues.

8. **Next Meeting Date**

Nov. 10, 2016

9. **Adjournment**

With there being no further business, the meeting adjourned at 10:21 a.m.

Respectfully submitted,

Crystal Walker
Executive Assistant to the President
Campus Events Coordinator