Recruitment and Retention Meeting Minutes
February 5, 2016
1:00 – 2:00 pm
Bldg. 5, Room 104

Present: Bobby Salvatierra, Lauren Prepose-Forsen, Kahale Saito, Pearl Wu, Shanon Miho, Ann Abeshima, Ina Miller-Cabasug, Jeff Schultz, Steven Auerbach

I. Announcements
Next Meetings: March 11th (this has been changed from March 4th due to HIS), April 1st, and April 29th 1:00 – 2:00 pm, Bldg 4, Room 401.

II. Old Business - None

III. The R & R was tasked (by administration) with assisting/planning the logistics for the Open House Event on April 1, 2016. The committee’s main task at this point is to secure volunteers and program participation for the event.

Action: The following people volunteered to lead the recruitment in the following academic and program support areas:

- Bobby - Tech 1 (ABRP, AEC, AERO, AMT, CARP, DISL, CMGT, EIMT, FIRE, MARR, OESM, RAC, SMP, WELD)
- Lauren - Tech 2 (AJ, CA, CENT, COSM, ECE, FT, FSHN, HSER, ICS, MELE)
- Kahale - Hawaiian Languages/Studies and Hawaiian Center
- Charlene - Language Arts & Foreign Languages
- Pearl - University College (Humanities & Social Sciences; Mathematics, Natural and Physical Sciences)
- Ina - Academic Support
- Shanon - Student Services

Participation and volunteer lists should be solidified and sent to me by March 1st so that Emily and I can combine all the lists and decide next steps.

Lauren will send a link to the signup sheet to those indicated above as well as a recruitment email (template). Follow ups with prospective programs should be made accordingly.