



## Recruitment & Retention Steering Committee CHARTER

**TEAM NAME:** Recruitment & Retention Steering Committee

**TEAM LEADERS:** Provost and Vice President for Student Services

**ADOPTED:** 6/7/15

This charter shall constitute the structure, operation, membership and responsibilities of the Recruitment & Retention Steering Committee.

### Purpose of the Recruitment & Retention Steering Committee:

The Recruitment & Retention Steering Committee of Jackson College is an overarching committee with representation from many different departments to provide multiple viewpoints, large scale vision, and guidance for the College's recruitment and retention sub-committees respectively.

The Committee shall:

- Provide oversight and guidance to the College's Recruitment and Retention Committees respectively.
- In alignment with the institution's strategic plan, provide recommendations for recruitment and retention to the various sub-committees.
- Ensure accountability of the College's recruitment and retention initiatives.

### Decision-Making Context and Scope

- a. The Recruitment and Retention Steering Committee shall use a consensus based decision making method when possible. If the body is unable to reach consensus, a simple majority vote may be used. Opposing views shall be documented in the record of the meeting.
- b. The Recruitment and Retention Steering Committee provides counsel and input to the President and the Board through the Provost and the Vice President for Student Services.
- c. The President and Board of Trustees are the final authority for matters involving strategic plan (Mission, Vision, Values and Board Ends/Results), policy and budget.
- d. The President reserves final decision-making authority for operational matters.

### Defined Goals, Monitoring, Reporting and Accountability

- 1) Provide accountability for the College's Retention and Recruitment plans respectively, through annual review.
- 2) Ensure alignment of recruitment and retention initiatives with the College's strategic plan, mission, vision, and values.

### Identification of Key Customers/Stakeholders and Their Requirements

#### Key Customers/Stakeholders

The JC Board of Trustees  
The President's Office  
Students  
Faculty and Staff  
The Community

#### Input Methods

Board Monitoring Report feedback  
Routine inquiry, policy feedback/approval  
Annual surveys, complaint information  
Noel-Levitz Student Satisfaction Inventory  
Focus groups, community surveys, complaint information

### Membership

- a. Employees become members of the Recruitment and Retention Steering Committee through nomination and appointment by the President.
- b. Membership shall be representative of the College's various departments involved in recruitment and retention initiatives; shall reflect the diversity and demographics of the College and; shall be inclusive of customer and supplier voice.
- c. Membership shall include
  - a. Standing members – Appointed as a job function
    - 1) Provost (Co-chairperson)
    - 2) Vice President for Student Services (Co-chairperson)
    - 3) Director of Admissions (Recruitment Committee liaison)
    - 4) Assistant Dean of Student Services(Retention Committee liaison)
    - 5) Director of the Center for Student Success (Recorder)
    - 6) Registrar
    - 7) Assistant Dean for Housing and Athletics
    - 8) Assistant Dean, J.W. Maher Campus
    - 9) Dean, JC @ LISD TECH
    - 10) Foundations Studies Designee(s)
    - 11) IT Director/Designee(s)
    - 12) Marketing Director/Designee
    - 13) The Director of Financial Aid
    - 14) The Asst. Director of Multicultural Affairs
    - 15) Director of the International Student Institute
    - 16) Controller
    - 17) Institutional Research

#### Roles and Responsibilities

- a. Chairperson – Prepares the agenda, runs the meeting and maintains order; serves as the point of contact for the committee; is accountable for representing the Committee to the College's Leadership Council and making reports on behalf of the Committee.
- b. Recorder – The recorder shall capture discussions, problem solving and planning of the committee and shall prepare minutes following each meeting.
- c. Member – An appointed participant of the committee selected based on content/process expertise/interest or customer/supplier representation. Members are expected to be fully engaged participants of planning, problem solving, and decision making.

#### Meetings

- a. Regular Meetings – Held on a quarterly basis.
- b. Special Meetings – As required to conduct the business.
- c. Attendance at Meetings– Attendance is an expectation of appointment. Members should make prior arrangements and provide notice if they are unable to participate in a meeting.
- d. Minutes of Proceedings - Meeting minutes shall be prepared by the recorder and shall be reviewed and approved at the next scheduled meeting.
- e. Member Conduct/Ground Rules –
  - Begin and end on time: use JC or cell phones as universal time.
  - Come prepared; Read all materials prior to meeting.
  - This meeting environment is a safe zone; there is no rank in the room.
  - One speaker at a time.
  - Agree only if it makes sense to do so.

- Support decisions made on consensus

Recruitment & Retention Committee Annual Evaluation Process

- a. Past Year's Accomplishments as measured by board ends, 10 day enrollment data, and IR reports
- b. Upcoming Goals