

Two Year Recruiters Summer Conference
July 25-26 at Northeastern Junior College campus and Plainsman Grill
Sterling, CO

Tentative Agenda: There may be changes for the actual conference

Agenda:

Wednesday, July 25

9:30: (Optional) Tour of NJC's campus

10:00: Registration at the Hays Student Center – If you are spending the night, this is also the time we will get you checked into the dorms. One night of staying in the dorms is included in the registration cost. If you want to come up the night before, we can check you in on Tuesday and it will be an additional \$20.

10:20: Transportation to the Plainsman Grill – Van transportation will be provided from the GRB Suites to the Plainsman Grill and Northeastern 18 where conference activities will take place.

10:30-11:30: Welcome Session – We'll cover the basics you need to know for the conference and give you a chance to meet other attendees to help in your networking over the next two days.

11:30-12:30: Lunch and speaker

Lunch Speaker

Geri Anderson – CCCS Associate Vice President and Provost. In her role of Chief Academic and Student Affairs Officer, Geri provides leadership for all community college academic and student affairs policy review and development, ensures the development and enhancement of high quality career and technical and transfer education programs through on-going programs review, assessment of student learning, high academic standards and the expansion of scholarship/creative activity.

Wednesday Afternoon Tracks – You will pick one of two tracks to spend the afternoon. Each track will have two, 1 hour long sessions relating to the same topics. The first session will run from 12:40-1:40 and the second session will run from 1:50-2:50.

Track A: Financial Aid for Outreach – presented by Lily Diaz and Mary-Anne Hunter from Colorado State Access Team

Session 1 (12:40-1:40) Financial Aid 101 for College Recruiters

Financial aid plays such a large role in students attending college. Attend this session to learn more about the FAFSA, types of financial aid available to students, and how a student goes from completing the FAFSA to getting aid to pay for school.

Session 2 (1:50-2:50) "Real Talk" with Perspective Students

Session two will cover more on financial aid and help let you know how students can use financial aid in a smart way to pay for college. This will also cover student loans, the advantages and disadvantages and the different repayment options students have today.

Track B: Best Practices in Targeted Outreach

Session 1 (12:40-1:40): They are bringing who to campus?

Session 1 will look at the different groups you may deal with in admissions. From middle school students to high school students to non-traditional students each group is looking for different information in a different format. This panel will talk about how they handle different groups in how they set up visits to how the message is slightly different. Come prepared to share some of your best practices and learn from others.

Session 2 (1:50-2:50): Best practices in CTE recruitment – Lauren Jones

Come learn what other schools are doing to promote their CTE programs. With the Midwest looking for an increase in middle level skilled jobs, a certificate or two year A.A.S. can be a great fit for many. Learn how you can actively promote these programs so students can get the skills they need to succeed in the workplace while saving a lot on tuition.

3:00-4:00

Track C: CCCS Recruiters: CCCS updates

Track D: Non-CCCS Recruiters: SWOT analysis – Take an hour to meet with the recruiting department from your college to look at what your team's strengths and weaknesses are, along with starting to look at opportunities for your college to grow this next year.

4:00-6:30

Entertainment: Get a quick lesson from the golf course pro and then you will be divided up into a 4 person scramble on the Northeastern 18. If you haven't ever played golf before, that is O.K. In a scramble all 4 team members hit and then you get to go to the best shot and play from there. We'll make sure each team has at least one person who has played golf before.

6:30-???:

Dinner and networking: Come back to the clubhouse for dinner and conversation and then feel free to stay at the clubhouse for some networking along with Wii, Xbox Kinect, and other games available. Transportation back to the dorms will be provided.

Thursday, July 26, Plainsman Grill

8:30-9:15: Breakfast and Welcome to Day 2: Enjoy breakfast and get updates on day 2.

Tuesday Morning Tracks – You will pick one of two tracks to spend the afternoon. Each track will have two, 1 hour long sessions relating to the same topics. The first session will run from 9:15-10:15 and the second session will run from 10:20-11:20.

Track E: Improve Your Presentations

Session 1 (12:40-1:40): Preparing Powerful Speeches with Terry Ruch

Even though you passed your Comm 121 class in college you may not have learned everything you need to prepare and deliver effective classroom presentations. In this first session of two you will learn how to use the SCORRE process to give your presentations focus so you can communicate effectively. Whether you have been giving classroom presentations for one year or 20 years, this session will help you examine and analyze your presentation to make it even sharper. You will work on the presentation you give to classes so be prepared to get to work.

Session 2 (1:50-2:50): Delivering Powerful Speeches with Terry Ruch

After you have improved the content of your presentation in session one, you will give a five minute presentation in session two. After you have your message focused, it is time for the practice. By

practicing in front of your peers, you can get feedback on the focus of your speech and in your deliver style. There are many times you aren't aware of what you are doing in front of a group and it is easier to get feedback from your peers as opposed to high school seniors.

Track F: Leadership Development

Session 1 (9:15-10:15): Getting the most out of your student workers

For many students who work with you, it will be their first job. Many times, they don't understand the expectations employers have. This session will give you some tips, tricks, and strategies on how to get the most out of your student workers. It will look out how to communicate, set clear expectations, and provide a great work environment.

Session 2 (10:20-11:20): Leading a recruiting department

Great managers select the right people, set the right expectations, motivate, and help develop a staff. Learn from some veteran recruitment managers on what they do and what they are looking for in a star employee. Whether you want to someday lead a recruitment staff or just want to know how you can do your job better in the eyes of your boss, this session should give you great insight.

11:30-1:00: Lunch and Speaker

Speaker

Aaron Crutchfield – NJC Theatre Instructor – If it wasn't for the last minute addition of Wayne Brady to *Whose Line Is It Anyway?* you might had seen Aaron Crutchfield on national television. Fortunately for us at Northeastern, Aaron moved out to our area and is now teaching theatre at NJC and directing the school play and the Improv Comedy Team. In this presentation Aaron will show you how you can use the skills of improvisation to be a better communicator.

1:00-3:00: Wrap Up Session

Spend the last two hours of the conference meeting with your recruitment team. Learn more about the College for the Advancement of Higher Education Self-Assessments and how you can use them to analyze your admissions and visitor services offices. Use the guided activities to help set or refine your plan to have the best year ever. Take the information you learned at the conference and develop a plan to implement it this school year.

3:00: Optional Tour of NJC's campus

Registration

Cost = \$110/person. You will receive two days of the conference, four meals, one night in the dorms, and Wednesday evening entertainment all for one low price. We are staying in the GRB suites so every person will have their own room and there is one private shower for two bedrooms. For many conferences this is the cost of the hotel for the overnight stay. What a deal!

If you are not staying overnight in the dorms the cost is \$90/person.

To register fill out the form on-line: We will send you an invoice. If you are able to pay with a P-card, I'll get you information on how you can do this.

What should I bring?

If you are staying in the dorms bring bedding, toiletries, and a towel.

If you own golf clubs, please bring them, if not, we'll have some clubs you can use.