

Zoom meeting with the DBC members

June 8th, 2020 at 2 PM.

Members present are: Sheri, Bob Smith, Bob Swartz, Trevor, Zane, Dave, Elizabeth and Najiba.

Members absent are: Tony, Jaimie, Matt and Kevin.

The meeting started at 2:02 PM.

1. Update from Elizabeth explaining exactly how she'll be engaging DBC members to assist with recruiting/retention. Allow time for DBC members to provide input.
 - **Elizabeth reviews two reports on weekly basis: one is from inquiries and the other for admitted students.**
 - **Elizabeth is contacting students to answer their questions and help them with their admission process.**
 - **We are focusing mainly on the admitted students who did not yet deposited via email, texts and phone call. In addition to connecting these students with faculty, we would like to also connect them with alumni. Trevor is collaborating with Elizabeth, identifying alums to do this. So far there are about 90 students who are admitted to the business program and Trevor identified 12 alumni who are willing to reach out to these students and help them make their decision.**
 - **Bob Smith asked Najiba about her target for the first time full time freshman for Fall 2020, and the number is 75. Najiba added that she is expecting the number of transfer students to increase from last year but the number of international students will decrease.**
 - **Enclosed is the data for the First time full time freshmen students in the past 5 years (73 in 2019, 94 in 2018, 65 in 2017, 61 in 2016, and 49 in 2015).**

2. Gather verbal feedback from each DBC member regarding how their Company is handling internships this summer and going forward.
 - **The DBC would like to determine a process for alumni to post and connect with students directly.**
 - **Handshake is the new online platform that will be available to all MU students starting in Fall 2020. We are currently in phase 4 out of 8 in terms of implementation process.**
 - **While Handshake is the tool to facilitate the direct contact between students and alumni who are providing internships, we agree that "who you know" also helps students find good internships.**
 - **Travis B. is the new Tabor Coordinator starting in May 2020. We will invite him to join our next zoom meeting to discuss internship opportunities and learn from his perspective about how DBC and alums can help strengthening this requirement.**

3. Identify who has responsibility for matching students to DBC members as formal "mentors". Need one TSB faculty rep and one DBC member to lead. Process to kick off by 9/8/20 (start of academic year).
 - **Najiba shared with the DBC members that the CFE started the mentorship Program last fall 2019, and in order to start a new program, we will share the status and the purpose of the existing Mentorship program, and figure out where the gap is and how DBC members can fill this gap.**
 - **Attached is the status of the CFE mentorship program for your review.**

- **We will be asking for feedback on the Program, e.g. any suggestions for improvement, policies to govern for sustained professionalism, clearer outline of mentor/mentee expectations (allowing for flexibility on time and duration spent engaged, but making sure it is a productive relationship) during our August call.**

4. Share names/graduating year of current nominations for DBC membership. Ask each current DBC member for additional nominations for Najiba to review and interview.

- **The DBC members are invited to share names of potential members with Najiba.**
- **The GA is assisting Najiba with the list of prospects. Najiba is planning to reach out to each of them and share the final 10 members with the DBC by no later than the end of July.**
- **The goal is to have at least 10 new members joining the DBC in the fall 2020.**
- **Sheri mentioned that we will need to identify a process to nominate/vote for the next chair and vice chair of DBC.**
- **Each original DBC member let Najiba and Sheri know by August 1 if they will be rotating off the Council after the October face to face meeting or if they plan to extend another year (Bob Swartz, Trevor, Jaimie, and Kevin). Bob Smith already shared that this is his last year.**

5. Updates from sub teams - determine if project is "closed out".

- **Career Preparedness: by Bob Swartz: The checklist is already developed. The next step is the marketing plan and figure out whether the Digital Badge will work as a tool to evaluate the students.**
- **Alumni Engagement: By Trevor: The group is waiting on the destination report from the career center to evaluate the data of where our graduates go: full time job, part time job, graduate school...**
- **Business Development: The team already provided Najiba with the necessary information, and Najiba is planning to reach out to local businesses ASAP to find out how TSB can be a resource for local businesses and employees to help them during these unusual times.**

6. Decide if we will move to one project on which all DBC members will participate. If yes, what project has Najiba requested?

- **Since all the three teams intertwine, DBC members suggested to work on these projects together instead of individual teams especially after the departure of Gary and Nikki.**
- **The One Project can be named "Tabor Alumni Engagement". Please if you have better suggestions for the name, share with us.**

The meeting adjourned at 3:10PM.