

Enrollment and Student Services Council
May 28, 2020
Meeting Minutes

Attendees: N. Arnone, C. Baer, V. Beache, J. Burnett, M. Cepeda, K. Crawford, Dr. D'Ambrisi, K. Hammond, C. Hart, Dr. Hendrickson, B. Kirkpatrick, Dr. Klauber, M. Kugler, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, R. Rohan, Dr. Rothstein, D. Ryan, B. Saunders, C. Scheetz, D. Schoenenberger, T. Shank, T. Thorn, Dr. Warner, R. Westmeyer, S. Willard

Excused: D. Bittorf, J. Mankins III, C. Ranalli

Minutes submitted by T. Nedimyer

1. Dr. Klauber Announcements

Dr. Klauber joined the group to provide clarification and answers to questions asked during the May 14th ESSC meeting. Dr. Klauber informed the group that signs will be placed on all building entrances with reminders for students to wash their hands, wear masks, practice social distancing, and stay at home if they feel sick. Dr. Klauber also informed the group that a roadmap to recovery guidebook has been created to provide information on the recovery processes for faculty and staff. Dr. Klauber reminded the group that the documents in the guidebook are flexible, meaning that changes will come as we move along the recovery pathway. Dr. Klauber noted that the guidebook has been condensed down to a tri-fold brochure that can be provided to students and anyone coming onto campus. Dr. Klauber also stated that custodians have gone through another round of sanitization training on key areas of the college. Dr. Klauber also informed the group that once we return to campus, staff will be provided with wipes so that work areas can be cleaned before leaving for the day.

2. Dr. Klauber Q&A

After Dr. Klauber made a few opening announcements the floor was opened up for any questions or concerns that were not addressed.

Q: Does the roadmap to recovery guidebook cover how interactions will be handled in high traffic areas like the LSC?

A: Dr. Klauber stated that students will not be able to group up as they normally would unless masks are being worn. Dr. Klauber also stated that Fridays will be telework days for all, therefore high traffic areas like the LSC will have the opportunity to be thoroughly cleaned.

Q: What will the allowances/policy be for faculty and staff who have concerns or health conditions upon returning to campus to work? Will there be options on how they can work?

A: Dr. Klauber stated that at some point they will have to return back to campus to work, but right now faculty will remain at home for summer. Dr. Klauber further explained that as for fall, elderly faculty could possibly teach online, but at some point they will have to return to campus to work.

Q: When will the plan for fall classes (plan A, B, and C) be available for everyone to view?

A: Dr. Klauber stated that the plan for fall classes should be available sometime within the next week. Dr. Klauber also noted that the plans may change, and they will need to be sent to MHEC.

Q: Will there be restrictions on the number of people allowed in a building/classroom for fall?

A: Dr. Klauber stated that as long as there is enough space for people to be socially distant in buildings there are no restrictions. Dr. Klauber further elaborated that there will most likely be a fixed number of people allowed in a classroom at a time.

Q: As some faculty members have expressed their concerns about returning to teach on campus due to underlying health conditions, and others expressing their concern about contracting COVID-19, will there be any way for those with legitimate health conditions to verify their conditions with HR?

A: Dr. Klauber stated that a plan should be developed with HR for those who do have underlying health conditions. Dr. Klauber continued by stating those who do not have underlying health conditions, and do not want to return to teach on campus may create a shortage of instructors for face to face offerings. Dr. Klauber also stated that this is still a grey area and the situation will have to be reassessed. Dr. Warner reminded the group that we are transitioning from a closure to a soft reopening, therefore plans will have to be made accordingly. Dr. Warner also urged Division Directors to speak with faculty members one on one to determine what methods that they feel comfortable teaching classes.

Q: Is there something in the roadmap to recovery guidebook that addresses elevator and hallway etiquette? How will the use of bathroom and vending machine be handled?

A: Dr. Klauber stated that there is nothing specifically addressing elevator, bathroom, and vending machine usage in the roadmap to recovery guidebook, but this is something that will be determined by facilities. Dr. Klauber also reiterated that the buildings will be thoroughly cleaned on Fridays as faculty and staff will be teleworking.

Q: What type of technical support will instructors have when setting up video lectures and so on?

A: Dr. Rothstein stated that any instructors needing technical support can contact LT for assistance.

Q: What would happen if an instructor was slated to teach a face to face course, and then decided to teach online?

A: Dr. Warner stated that he would not want to make a decision that would negatively impact a full section of enrollment, but he would also not want to put an instructor in a situation where they may get sick. Dr. Warner further stated that we are operating under the assumption that the offerings will not change, but the way in which they are offered may change.

Q: Is there a limitation on the number of people who can attend HCC sporting events if they are outdoors? Will sports programs continue?

A: Dr. Klauber stated that as of now only groups of ten or less are permissible but expects additional guidelines to be provided by the NJCAA sometime soon. R. Rohan stated that as of now the NJCAA is leaving a lot up to the regions as to what to do. R. Rohan feels that this will come down to what other colleges are doing.

3. **Other Announcements**

Dr. Warner informed the group that as skeleton crews are returning to the campus on June 1st, a number of credit classes that were suspended during the spring semester will resume.

Dr. Ohl-Gigliotti stated that she will be working with Dr. Rothstein to set up a phone tree to cold call students who have not yet registered. Dr. Ohl-Gigliotti also noted that scripts will be developed to guide those who will be speaking with students over the phone. Dr. Ohl-Gigliotti also stated that advising is working on creative ways to still be able to meet with students. D.

Schoenenberger stated that she believes zoom breakout/waiting rooms may be a way to safely meet with students and manage the influx of students that is expected in mid-June. D. Schoenenberger feels that this would be similar to students sitting in the waiting room on campus to meet with an advisor.

B. Kirkpatrick stated that she is hoping to launch the new website sometime next week, and the link to the website will be sent out so that it may be reviewed for any necessary changes. B. Kirkpatrick also stated that the Fall Course Guide will be in the mail the second week of June.

Future Meetings

Next ESSC Recruitment & Retention Meeting: June 11

cc: D. Bittorf, Dr. Klauber, J. Childs, V. Ippolito, T. Shank