

**Enrollment and Student Services Council**  
**June 11, 2020**  
**Meeting Minutes**

**Attendees:** N. Arnone, C. Baer, D. Bittorf, Dr. D'Ambrisi, K. Hammond, Dr. Hendrickson, M. Kugler, M. Martin, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, R. Rohan, D. Ryan, B. Saunders, C. Scheetz, D. Schoenenberger, T. Shank, T. Thorn, Dr. Warner, R. Westmeyer, S. Willard

**Excused:** V. Beache, J. Burnett, M. Cepeda, K. Crawford, B. Kirkpatrick, J. Mankins III, J. Mentzer, C. Ranalli, Dr. Rothstein

*Minutes submitted by T. Nedimyer*

**1. Review of credit and non-credit enrollment – summer & fall**

2020 summer credit headcount is down 4.7%, as total FTE numbers are down 4.4% from last year. 2020 fall credit head count is currently down 44.5% in comparison to last year, as total FTE numbers are down 44.1% from last year at this time. S. Willard informed the group that outreach efforts are being focused on students from spring, summer, and fall who have not registered. S. Willard noted that prospective students from the past 2 years are also being reached out to via email, text, and postcards.

**2. Strategies for June-August (and other topics)**

M. Martin let the group know that starting on Monday, June 15<sup>th</sup> a skeleton crew of advisors will be returning to campus. The group was also informed that a meeting will be held next week to determine what other departments/offices may be returning to campus.

Dr. Ohl-Gigliotti reminded the group that the fall credit course guide should be received in mailboxes very soon, possibly this week.

Dr. Warner reminded the group that Division Directors should have their plans for fall offerings completed and submitted by June 15<sup>th</sup>. Dr. Warner also stated there should be a mixture of offerings both face to face and online. L. Montgomery informed the group that she is working on an email to students stating how classes for fall are currently being offered, and what offerings could possibly change to if necessary. D. Schoenenberger expressed concerns that the emails from Office Associates regarding course changes may be confusing/difficult for students to understand. M. Martin stated that with all of the changes happening, we will see many requests/questions from students, and will have to be creative in how we assist these students.

Dr. Ohl-Gigliotti announced that she is working on setting up another series of HCC Live sessions for some time in July. Dr. Ohl-Gigliotti stated that she will work with M. Martin, K. Crawford, and B. Kirkpatrick on the logistics of setting this up.

T. Shank informed the group that Con-Ed has put together its fall schedule plans (A, B, C), but is planning on meeting face to face. T. Shank also noted that Drivers Ed will be starting back up again with students behind the wheel. T. Shank also informed the group that staff will be returning to the Valley Mall location starting Monday, June 15<sup>th</sup>. T. Shank stated that before students can return to the Valley Mall location, a few obstacles need to be overcome: The Valley Mall location can currently only be open from 8am to 7pm, students are unable to use the bathrooms across the hall as they are still closed, and an arrangement with facilities will need to be made where they can regularly clean classroom spaces.

T. Shank also provided the group with updates on how College for Kids will operate this summer. T. Shank noted that a limited number of in-person camps will be moved online, while others will be cancelled. T. Shank added that the online version of the camp will be offered at a lower cost to students as a result of the online format. T. Shank also stated that many parents are not truly sold on the idea of their children participating in College for Kids online versus on campus.

T. Shank also informed the group that she is currently working on the curriculum and looking for faculty to pilot the Certified Peer Recovery Specialist program this August. T. Shank noted that this program may pair well with the substance abuse program.

Dr. Ohl-Gigliotti suggested that the non-credit section of the website should possibly be revised as it may be confusing to navigate for new students. Dr. Ohl-Gigliotti continued by stating that there should be something that clearly defines the differences between credit and non-credit courses. Dr. Ohl-Gigliotti stated that she would like to pull a small group together to look at adding a section to the non-credit portion of the website dedicated to defining the differences between credit and non-credit.

B. Saunders informed the group that the Leadercast 2020 event on June 25<sup>th</sup> has been moved from face to face to an online format. B. Saunders also noted that ticket prices have been reduced as a result of the event being moved online. B. Saunders requested that anyone in the group that utilizes social media to please share the link to the event.

T. Thorn provided the group with a brief update on how the Middle College students are doing. T. Thorn stated that she feels that the students have done a good job transitioning from face to face classes to online classes. T. Thorn also stated that around 33 Middle College students are currently taking summer classes. Dr. Ohl-Gigliotti stated that plans will need to be made regarding how the August Middle College orientation will be offered due to current social distancing guidelines. Dr. Ohl-Gigliotti would like T. Thorn to provide her with a few ideas of how orientation can be provided to the students.

3. **Follow up to May 28th discussion with Dr. Klauber**  
Tabled
4. **Aligning Systems to Best Address the Fall Decline**  
Tabled

## **Future Meetings**

*Next ESSC Recruitment & Retention Meeting: June 25*

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