

Enrollment and Student Services Council
January 21, 2021
Meeting Minutes

Attendees: N. Arnone, C. Baer, V. Beache, C. Brereton, D. Bittorf, J. Burnett, Dr. D'Ambrisi, K. Hammond, Dr. Hendrickson, B. Kirkpatrick, M. Kugler, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, Dr. Poole, R. Rohan, D. Ryan, B. Saunders, Dr. Scheetz, D. Schoenenberger, T. Shank, H. Soeffker-Culicerto, T. Thorn, Dr. Warner, S. Willard

Excused: K. Crawford, C. Hart, J. Mankins III, C. Ranalli

Minutes submitted by T. Nedimyer

1. **December 10th minutes review/approval**

The December 10th ESSC meeting minutes were approved as written.

2. **Spring 2021 Enrollment Updates**

T. Shank updated the group that Con-Ed is still unable to run courses at the prison due to the pandemic, and overall non-credit enrollment numbers continue to slide. T. Shank further stated if vaccinations are able to be distributed, classes at the prison may be able to resume sometime in April. T. Shank also informed the group that the Foundations for Healthcare Careers course is currently running in a face-to-face format with around twenty-eight students. T. Shank added there are two sections for CNA scheduled during the day, and one scheduled for the evening. T. Shank also noted that Phlebotomy will run with around twelve students. T. Shank further stated that she is looking at adding additional information to the website for these courses. T. Shank also informed the group that she is setting up Certified Production Technician and Diesel Technician courses for spring, and both courses are completely covered by GEERS funding. T. Shank further stated it has been difficult recruiting for these courses and asked the group to send anyone that may be interested her way. T. Shank updated the group that College for Kids will be back on campus this summer, and she is working through health and safety protocols at this time. T. Shank also informed the group that spring and summer schedules are almost done and should be printed by February 12th.

D. Schoenenberger informed the group that around 111 students were tested and registered for spring semester classes, and estimates an additional thirty to thirty-five students still need to come in for testing. D. Schoenenberger also noted that there will be around sixty-five ESL students for the spring. D. Schoenenberger thanked all who helped test and register students for spring classes. D. Schoenenberger also added that she is still down two staff members, and has received around twenty applications to review for the positions.

In K. Crawford's absence, S. Willard updated the group that spring credit headcount is down 13.1%, and Total FTE is down 15.0% from last year at this time. S. Willard noted that these enrollment numbers are based off of the last distributed EMR, and as of now, credit headcount may actually be closer to being down 11.0%, and Total FTE may be closer to being down 13.5%. S. Willard further stated K. Crawford estimates that credit headcount may end up down 8.0-10.0%, and Total FTE may end up down 10.0-12.0% after the census date. M. Martin added that we have made a major dent in enrollment over the last few weeks, and his goal is to be down less than 10.0% in credit headcount by the end of the add/drop dates. J. Burnett informed the group that he has been actively reaching out to Washington County Public Schools, and noted that

classes start next week. L. Montgomery added she is still working to get students registered for the ESSENCE courses that have been set up with Goretta for the spring.

Dr. Ohl-Gigliotti informed the group that we have continued with the deregistration process for spring 2021, and noted that there has been a lot of outreach to deregistered students. Additionally Dr. Ohl-Gigliotti thanked Dr. Scheetz for his efforts in reaching out to students that have been deregistered. Dr. Scheetz added that he is still reaching out to a few students that have been deregistered, and overall he feels this deregistration went smooth.

The group had a brief discussion regarding waitlists and late start classes for the spring semester. Dr. Warner stated that everyone is doing a great job of raising caps to get students off waitlists and into classes. Dr. Warner reminded the group if there are many students on a waitlist for a class, he suggests trying to get these students into available late start sections. Dr. Hendrickson noted her division has added a few more late start sections that need enrollment. M. Martin added that the 12 week schedule looks good, and as we near the start of the first week of classes, it may be a good opportunity to get students into late start sections. D. Ryan stated that he will remind faculty during faculty assembly to continue to monitor waitlists and course caps.

Dr. Warner reminded the group that the approved inclusive access pilot is currently running for spring, and inquired if there have been any known issues with the pilot so far. L. Montgomery stated that a few students have had issues with their inclusive access emails going to their junk mail. L. Montgomery also noted initially there was a problem with MAT-101 not syncing, but found the issue was the wrong ISBN was being used. L. Montgomery further stated the issue has since been resolved, and we just need to ensure the correct ISBN is being used. H. Soeffker-Culicerto added that about 70% of students have opted-in to inclusive access as of now. D. Bittorf noted that the process for reporting students who opt-out of inclusive access to finance still needs to be worked out, as finance has not received any information for these student. Dr. Warner thanked everyone who worked to help set up the pilot, and noted if all goes well we may want to look at expanding the pilot for the fall.

M. Martin updated the group on the progress that had been made regarding faculty advising. M. Martin stated he is not sure how far along IT is in the process of trying to get the rules to run within Datatel, and is waiting to hear back from them. M. Martin added that he will set up another faculty advising meeting for January 22nd.

The group discussed the idea of adjusting the FY22 and future academic calendars to allow for more time in January before the start of spring classes. D. Schoenenberger stated in her experience, having the additional time in January has allowed her the opportunity to make any necessary changes prior to the start of the semester. C. Baer added the additional time before the start of the semester has been critical, as January is generally a very busy time for him. Dr. Warner noted though having the extra week in January is beneficial, many factors like financial aid, honors convocation, commencement, and spring break will need to be considered in making this adjustment. Dr. Warner stated he will continue to work with C. Brereton to see if the adjustments can be made for the FY22 calendar.

Dr. Ohl-Gigliotti informed the group that CARES emergency funds will once again be available to students, similarly to previous semesters. Dr. Ohl-Gigliotti further stated that she will be further digging into the details for CARES emergency funds before making the information public. Dr. Ohl-Gigliotti also noted she has received a few emails from students regarding the availability of the CARES emergency funds. Additionally Dr. Ohl-Gigliotti stated if you have any students struggling, please send them her way. D. Schoenenberger reminded the group both the

LSC and Library are open to students needing assistance, and added students coming to the LSC to use Zoom will need to bring their own headphones. D. Schoenenberger further stated there are also a few spaces set up in the Library for Zoom use as well.

3. **Enrollment Report given to Board 1/19/21**

Dr. Ohl-Gigliotti briefed the group on the enrollment report that was provided to the board on 1/19/21. Dr. Ohl-Gigliotti informed the board there was a 19% decline in fall enrollment across the nation, while HCC saw an 8% decline. Dr. Ohl-Gigliotti further stated enrollment across the nation for Black and African American students saw an 11% decline, while HCC saw a 9% decline in enrollment for the fall. Dr. Ohl-Gigliotti also shared the 19% decline in transfer students HCC experienced for the fall is on par with what other community colleges across the nation had reported. Dr. Ohl-Gigliotti also reported HCC falls somewhere in the middle of the pack when comparing fall enrollment numbers with other Maryland community colleges. When asked by the board why enrollment numbers were down, Dr. Ohl-Gigliotti stated changes in student's finances, child care, lost wages, students working more, technology access, and available study space at home, were all factors that attributed to declines in enrollment.

4. **Summer & Fall Enrollment**

Dr. Ohl-Gigliotti informed the group when comparing 2020 WCPS graduates to 2019 WCPS graduates that registered for spring classes, we are down 119 students. Dr. Ohl-Gigliotti added the inability to get into the high schools and speak with students was a key factor in the decline. Dr. Ohl-Gigliotti further stated we will have to get creative with how we reach out to the 2021 WCPS graduates.

T. Thorn updated the group on middle college enrollment for the fall. She would like to have around 65-75 students enrolled. T. Thorn added she is accepting applications via mail, email, or any medium that is easiest for students or parents to submit applications to her. T. Thorn also noted the online information sessions for the middle college have been well attended.

Dr. Ohl-Gigliotti informed the group planning for round two of the grad gift for 2021 high school graduates will begin soon, and asked the group to think about how we can get this information out to graduates. B. Kirkpatrick asked the group to let her know what she will need to do to help get the message out once a decision has been made.

5. **Discussion: Media Survey Results**

Discussed at previous meeting.

6. **Additional Items**

C. Baer informed the group diplomas for fall graduates had recently been mailed out. D. Schoenenberger noted she had attended a new student orientation where current students were invited to answer questions new students may have. D. Schoenenberger further stated during the orientation a current student told a new student not to buy the text book for the course as it is not used. D. Schoenenberger stated if a text book is identified for a course, it needs to be used. Dr. Warner suggested division directors make this a topic of discussion at their division meetings.

Future Meetings

Next ESSC Recruitment & Retention Meeting: February 4

cc: Dr. Klauber, J. Childs, V. Ippolito