

Enrollment and Student Services Council
February 4, 2021
Meeting Minutes

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

Excused: C. Baer, V. Beache, C. Brereton, J. Burnett, J. Mankins III

Minutes submitted by T. Nedimyer

1. **January 21st minutes review/approval**

The January 21st ESSC meeting minutes were approved as written.

2. **Spring 2021 Enrollment Updates**

T. Shank informed the group CNA courses began this past week with twelve students enrolled in the evening sections, and 7 students enrolled in the day time section. T. Shank further stated Phlebotomy will begin next month, and the course is full. T. Shank also noted she is still looking at adding additional information to the website for these courses. T. Shank informed the group the Foundations for Healthcare Careers course is currently running in a face-to-face format with twenty-eight students. T. Shank also noted any one taking the CNA and Phlebotomy courses will need to take the Foundations for Healthcare Careers course first. T. Shank informed the group all Maryland Workforce Development Sequence Scholarship funds have been allocated, and she is now waiting for round two of the scholarship. T. Shank also noted that we have received round two of GEERS funding, and it has not yet been determined how the funds will be spent.

D. Schoenenberger informed the group that Adult-Ed spring classes were bursting at the seams, and therefore some courses had to be split into multiple sections. D. Schoenenberger also noted courses are being offered in hybrid formats to reach varying student preferences.

K. Crawford informed the group spring credit headcount is currently down 10.2%, and total FTE is down 12.8% from last year at this time. K. Crawford also pointed out that of out-of-county student enrollment numbers are up 13.4%, and new first time student enrollment numbers are up 1.8% over last year. K. Crawford further stated spring enrollment numbers are nowhere near being finished, as late start and ESSENCE students are still being registering for classes. K. Crawford added the ESSENCE partnership with Goretta that has been set up for spring is doing very well, and again thanked L. Montgomery for her help in setting it up. K. Crawford also noted he continues to reach out via email and phone to fall students that have not registered for spring classes about late start options. M. Martin added prior to winter break he had IT run a report for fall students that had not yet registered for spring classes. M. Martin further stated prior to break, there were around 1,000 fall students that had not registered for spring classes, and in running the report after break, there were around 600 fall students that had not registered for spring classes. M. Martin added he is working this list as best as he can to reach out to these students regarding enrolling in late start classes. M. Martin also reminded the group summer registration for veterans begins March 17th, and registration for all students begins March 22nd.

Dr. Ohl-Gigliotti briefed the group on the results of the spring credit deregistration. Dr. Ohl-Gigliotti stated that of the 108 self-pay students that were deregistered for spring, 73 students

eventually enrolled. Dr. Ohl-Gigliotti further stated this is a 7% increase of self-pay students who enroll again after being deregistered over last year. Dr. Ohl-Gigliotti also noted of the 76 financial aid students that were deregistered for spring, 55 students eventually enrolled. Dr. Ohl-Gigliotti added this is a 27% increase of financial aid students who enroll again after being deregistered over last year. Dr. Ohl-Gigliotti also noted self-pay and financial aid students are only deregistered up until the first day of classes.

The group had a brief discussion regarding waitlists, and late start classes for the spring semester. M. Martin stated that he had received a few emails from faculty about late start courses that still need enrollment, and noted he has passed this information along to advisors. M. Martin further stated everyone has done a great job of getting students off of waitlists and into classes. Additionally Dr. Warner reminded the group to review waitlists for twelve week courses as they will be starting soon.

M. Martin updated the group on the progress that has been made regarding faculty advising. M. Martin informed the group the faculty advising rules Brad had previously set up in Datatel were adjusted to better align with our current faculty advising needs. M. Martin further stated students that already had a faculty advisor assigned to them, and were not enrolled for a spring course, were unassigned their faculty advisor. M. Martin added this resulted in around 1,000 students not enrolled in spring courses to be unassigned their faculty advisor. M. Martin stated the next step will be assigning students a faculty advisor that are enrolled in a spring course that do not currently have a faculty advisor assigned to them. M. Martin further stated the goal is to have students only assigned to one advisor, and students will only be assigned an advisor if they are a current student. D. Schoenenberger inquired if a guidebook will be developed to help faculty understand what their role will be as a faculty advisor. Dr. Warner stated yes, this is something that will be worked on. M. Martin added there is an email template in the faculty advising tool kit located in D2L, that faculty advisors can copy and paste when sending emails to their advisees, as well as other helpful information. M. Martin asked division directors to please share this information with faculty.

Dr. Warner updated the group on the potential for adjusting the FY22 academic calendar to allow for more time in January before the start of spring classes. Dr. Warner stated that he has not yet been able to get back with C. Brereton to further discuss adjusting the FY22 academic calendar, but noted that C. Brereton has created a draft of the calendar that may work. Dr. Warner added he will review the draft and share with the group once he has more information.

Dr. Ohl-Gigliotti briefly updated the group on the availability of the CARES emergency funds mentioned in the previous ESSC meeting. Dr. Ohl-Gigliotti stated she just wanted the group to know that CARES emergency funds are coming, and she is awaiting guidelines from the Department of Education. Dr. Ohl-Gigliotti further stated she is hopeful that funds can be distributed to students in need by the end of the month. Dr. Ohl-Gigliotti also noted there are still some HCC emergency funds available to students at this time.

3. **Summer & Fall Enrollment**

K. Crawford informed the group he was able to secure the 2021 WCPS graduate list, and S. Willard has started putting together post cards with grad gift and FAFSA deadline information to be sent to graduates. Dr. Ohl-Gigliotti added if the FAFSA is completed by March 1st, graduates may also be eligible to receive MD Promise as well. Dr. Ohl-Gigliotti also noted a meeting will be held soon to discuss how round two of the grad gift will be rolled out.

4. **Additional Items**

Dr. Ohl-Gigliotti asked group members to continue to send her topics they would like added on the agenda.

Future Meetings

Next ESSC Recruitment & Retention Meeting: March 4

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