

Enrollment and Student Services Council
March 4, 2021
Meeting Minutes

Attendees: N. Arnone, C. Baer, V. Beache, 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, R. Rohan, D. Ryan, B. Saunders, Dr. Scheetz, D. Schoenenberger, T. Shank, Dr. Soeffker-Culicerto, T. Thorn, Dr. Warner, S. Willard

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

Minutes submitted by T. Nedimyer

1. **February 4th minutes review/approval**

The February 4th ESSC meeting minutes were approved as written.

2. **Spring 2021 Enrollment Updates**

D. Schoenenberger informed the group that she has been working with T. Howsare on updating the Adult-Ed webpages. D. Schoenenberger further stated the updates will make the Adult-Ed webpages more static, and noted T. Howsare has been very helpful. D. Schoenenberger also informed the group session four is coming soon, and that means more testing. D. Schoenenberger noted the last go around of testing was challenging due to being down a staff member. D. Schoenenberger informed the group that she has been looking into the Ability to Benefit (ATB) provision of the Higher Education Act. D. Schoenenberger further stated the Ability to Benefit provision makes federal financial aid available to low-income students without a high school diploma or its recognized equivalent. D. Schoenenberger also noted she will soon be reviewing what programs may be eligible to receive these funds with the help of Dr. Scheetz. D. Schoenenberger added she feels this could be another avenue to help boost enrollment.

K. Crawford informed the group spring credit headcount is currently down 9.0%, and total FTE is down 11.3% from last year at this time. K. Crawford further stated in-county FTE is down 18.6%, and male enrollment is down 17.7%. K. Crawford added other colleges are also experiencing a decline in male enrollment for the spring. On a positive note, K. Crawford stated the increase in early to college enrollment has helped boost overall spring enrollment numbers. K. Crawford further stated spring enrollment numbers have mostly been finalized at this time. Dr. Ohl-Gigliotti asked M. Kugler if it is possible to do a gender/race break down for non-credit students similar to what was done for credit students. Dr. Warner added the ESSENCE partnership that had been set up with Goretti for the spring has been a great opportunity, and has positively impacted enrollment. M. Martin informed the group advising has been slower now that 12 week classes have started, and he is now preparing to advise students for summer and fall classes.

M. Martin updated the group on the progress that has been made regarding faculty advising. M. Martin stated we are in a great place as faculty advising lists have been updated, and we now have a process in place for updating the faculty advising lists. M. Martin reiterated to the group 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. M. Martin noted a process for assigning faculty advisors to new/incoming students still needs to be worked out, as they should ideally be assigned to a faculty advisor when they apply to become a student. Dr. Warner added he would like assigning faculty advisors to new/incoming students to be added as a topic for the next ESSC meeting. M. Martin also noted faculty members have begun to contact students on their faculty advising lists,

and faculty advising lists can be viewed in Self-Service. M. Martin also suggested that March be viewed as an advising month for students, and April should be when students register for classes. N. Arnone inquired what if a student requests to be assigned a specific faculty advisor after already being assigned an advisor. M. Martin stated there is an override option in Ellucian to move a student to a specific faculty advisor if requested. Dr. Warner stated the next step will be providing training and resources to faculty advisors. D. Schoenenberger suggested we identify faculty advisors that are doing well with faculty advising to provide assistance during training sessions. M. Martin also updated the group that L. Cornwell is currently reviewing the D2L Faculty Advising course information, and hopefully it will be out soon. Dr. Warner also reiterated there is no plan to have faculty advise students when they are off contract as they are not 12 month employees.

Dr. Warner updated the group on the potential for adjusting the FY22 and future academic calendars to allow more time in January before spring classes. Dr. Warner stated as the FY22 academic calendar has already been approved by the board, it will remain as is. Dr. Warner further stated he is currently looking into updating the FY23 academic calendar, and will share with the group once he has more information.

Dr. Warner updated the group on the plan for when final grades should be entered in Self-Service. Dr. Warner stated both Self-Service and WebAdvisor will still be available to enter final grades for spring, but as we get into the summer and fall semesters, the goal is to have final grades entered into Self-Service. C. Hart briefly went over the cheat sheets for entering attendance, midterm deficiencies, and final grades in Self-Service that were distributed to the group. C. Hart further stated we should feel free to distribute these documents to faculty as needed, and to please email her with any feedback. D. Ryan noted the documents have been very helpful, and feedback from faculty has been positive.

Dr. Ohl-Gigliotti provided the group with the details for the Covid-19 Student Emergency Assistance Funds. Dr. Ohl-Gigliotti stated she will be sending out an email to all students outlining the eligibility requirements to receive the funds, as well as how to apply. Dr. Ohl-Gigliotti further stated the Covid-19 Student Emergency Assistance Funds application will be uploaded to the Covid-19 student information webpage. Dr. Ohl-Gigliotti also noted there are still some HCC emergency funds available for students at this time. Dr. Ohl-Gigliotti also reminded the group the student laptop lending program is now available to students.

3. **Summer & Fall Enrollment**

K. Crawford updated the group on the 2021 summer grad gift. K. Crawford informed the group he is waiting on a few updates to the website so the grad gift application can be uploaded. K. Crawford also reminded the group students applying for the grad gift will need to complete the 2020-2021 FASFA, and the deadline for the grad gift application is May 3rd.

Dr. Ohl-Gigliotti briefly went over the chart on the agenda that outlines the number of students that received MD Promise for 2019-2020, and the number of students that have received MD Promise so far for 2020-2021. Dr. Ohl-Gigliotti noted the number of students receiving MD Promise has nearly doubled from twenty-nine student in 2019-2020 to forty-seven students in 2020-2021. Dr. Scheetz added there are currently another seven applications that have been submitted for MD Promise that are pending approval at this time.

4. **Additional Items**

C. Baer updated the group on the plans for the May graduation ceremony. C. Baer informed the group the graduation ceremony will be held on May 15th at North Hagerstown High School Stadium, and will begin at 11:00 am. C. Baer further stated it is important for students to apply for graduation sooner rather than later, as the number of graduates and spectators that can attend will be limited. C. Baer also noted he feels the majority of spring graduates have already applied for graduation. Dr. Warner reiterated to the group all faculty members are expected to attend the graduation ceremony, and if a faculty member feels they are unable to attend, they will need to email him to be excused. Dr. Warner further stated he will let M. Martin know about any faculty members that have been excused from attending.

The group had a brief discussion regarding suspending/ inactivating programs and teach out plans.

Future Meetings

Next ESSC Recruitment & Retention Meeting: March 18

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