

Enrollment and Student Services Council
March 18, 2021
Meeting Minutes

Attendees: N. Arnone, V. Beache, D. Bittorf, Dr. D'Ambrisi, K. Hammond, C. Hart, Dr. Hendrickson, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, Dr. Poole, R. Rohan, D. Ryan, Dr. Scheetz, D. Schoenenberger, Dr. Soeffker-Culicerto, Dr. Warner, S. Willard

Excused: C. Baer, C. Brereton, J. Burnett, K. Crawford, B. Kirkpatrick, M. Kugler, J. Mankins III, C. Ranalli, B. Saunders, T. Shank, T. Thorn

Minutes submitted by T. Nedimyer

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

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

2. **Spring 2021 Enrollment Updates**

S. Willard updated the group that spring credit headcount is currently down 10.0%, and total FTE is down 12.4% from last year at this time. S. Willard further stated ESSENCE enrollment numbers are up, and spring enrollment numbers have mostly been finalized at this time. S. Willard also reminded the group March 18th is the add end date for second 7.5 week courses.

Dr. Warner informed the group on the plans for the academic advising and registration reorganization. Dr. Warner announced that M. Martin's role in academic advising will be reoriented to focus on advising transfer students, student athletes, and training faculty to advise students. Dr. Warner further stated that veterans advising will be moving under J. Bachtell, and the academic advisor title will be changing to retention specialist. Dr. Ohl-Gigliotti stated the goal of the reorganization is for retention specialists to build better relationships with the students they advise from the time they apply, to when they register for classes. Dr. Ohl-Gigliotti further stated these changes will be rolled out gently, and the fall will be our first real test to see how these changes play out. Dr. Ohl-Gigliotti also noted a few staff members may be moving offices in the Student Center as a result of the reorganization. M. Martin added once these changes have been implemented, he will be more available to assist faculty with any questions they may have regarding faculty advising. M. Martin also noted he will be working with R. Rohan to advise over 100 student athletes during the month of April. N. Arnone inquired if someone has been assigned to advise SAP students. M. Martin stated that SAP advising details are still being worked out, and he will share with the group once he has more information. M. Martin also noted faculty advising lists have recently been updated. Dr. Warner stated these reorganization plans will be put in motion beginning April 1st. Dr. Warner further stated the reorganization should help improve capture rate, retention rate, finishing rate, and so on. Dr. Warner also noted as a part of the transition, a new position is being created that will coordinate the retention specialists, and that person will report to Dr. Ohl-Gigliotti.

3. **Summer & Fall Enrollment**

Dr. Ohl-Gigliotti reminded the group the deregistration lists change over to summer March 22nd, and the summer payment due date is April 15th. M. Martin added registration for summer opens March 22nd, and Fall registration opens April 5th. M. Martin further stated he has been preparing students to register for summer and fall classes.

S. Willard updated the group on the 2021 summer grad gift. S. Willard stated the grad gift application has been uploaded to the website and is now available for students to complete. S. Willard further stated since the application has been uploaded, twenty-six students have applied. Dr. Ohl-Gigliotti inquired if divisions have plans to add more summer gen-ed courses as we get closer to the start of the semester. M. Martin stated there are plans to add additional gen-ed summer courses. M. Martin also noted he feels high school graduates may be more inclined to register for late start summer courses if high school classes have not ended before HCC summer courses begin. M. Martin further stated he will look into what day high school classes end. Dr. Ohl-Gigliotti also informed the group that T. Shank is working on a non-credit version of the summer grad gift.

Dr. Ohl-Gigliotti briefed the group that we are in the process of allocating HEERF II funds, and block grants for spring students will be increasing to \$800 and \$1,200. Dr. Ohl-Gigliotti also noted additional Covid-19 Student Emergency Assistance Funds will be available for summer and fall students. Dr. Ohl-Gigliotti further stated the additional Covid-19 Student Emergency Assistance Funds may be a helpful marketing tool to recruit students. Dr. Soeffker-Culicerto noted she has seen other colleges use emergency funds as tools to recruit students.

The group had a brief discussion regarding inclusive access plans for the fall semester. Dr. Warner informed the group that inclusive access will be adding a few new courses for fall, and noted he feels it's important to expand inclusive access in a strategic manner. Dr. Warner added this is yet another tool that students will be able to benefit from post pandemic. Dr. Warner expressed his gratitude to everyone who aided in the expansion of inclusive access for the fall.

4. **Additional Items**

Dr. Ohl-Gigliotti informed the group she will be setting up a meeting to review services offered through Western Maryland Consortium for April 14th at 10:00am, and inquired if anyone from the ESSC group should be involved. Dr. Ohl-Gigliotti further stated the meeting will purely be an information gathering session, and asked ESSC members to let her know if they would like to be invited. D. Schoenenberger noted she feels it would be beneficial to invite a few finance and financial aid staff members to the meeting.

Dr. Ohl-Gigliotti informed the group the decision has been made to hold the May 15th graduation in the ARCC, as well as the nursing and health sciences pinning ceremonies. Dr. Ohl-Gigliotti estimates there may be around 300 graduates participating in the ceremony, and at this point the number of guests permitted has not yet been determined. Dr. Ohl-Gigliotti further stated additional details are forthcoming, and she will share with the group once she has more information. M. Martin added there should be plenty of room in the ARCC to meet social distancing guidelines, and noted the ARCC will need to be fogged between ceremonies.

Future Meetings

Next ESSC Recruitment & Retention Meeting: April 1

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