

Enrollment and Student Services Council
April 15, 2021
Meeting Minutes

Attendees: N. Arnone, J. Bachtell, C. Baer, V. Beache, D. Bittorf, 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, Dr. Soeffker-Culicerto, T. Thorn, Dr. Warner

Excused: C. Brereton, J. Burnett, K. Crawford, C. Hart, J. Mankins III, C. Ranalli, S. Willard

Minutes submitted by T. Nedimyer

1. **April 1st minutes review/approval**

The April 1st ESSC meeting minutes were approved as written.

2. **Summer Enrollment**

T. Shank informed the group College for Kids will be back on campus this summer, and noted enrollment is significantly down from last year due to social distancing caps that have been placed on classrooms. T. Shank further stated WCPS may be doing a summer program for students, and hopes it does not negatively impact College for Kids enrollment. T. Shank also added allied health FTE's have increased since moving CNA and Phlebotomy to non-credit, and certification and licensure FTE's are also up at this time. T. Shank further stated she is currently working with Meritus to locate additional externship/clinical sites, as students are having to wait to get into CNA and Phlebotomy courses at this time. Dr. D'Ambrisi commended T. Shank on the job she has done in moving the CNA and Phlebotomy courses from credit to non-credit. T. Shank also informed the group Con-Ed is currently advertising construction and allied health courses via billboard, and additional summer advertising plans include bus and radio advertisements. Dr. Warner added he is glad CNA and Phlebotomy courses are drawing enrollment since moving to non-credit, and noted he would like to see more literature for non-credit courses in the Student Center. T. Shank stated a variety of materials have been printed for non-credit courses and she will have some taken over to the Student Center.

D. Schoenenberger updated the group that Adult-Ed recently completed post testing for all eligible students, and session four orientations have already begun. D. Schoenenberger further stated about seventy students have enrolled for session four, and estimates she will end up with around 125 total students.

In K. Crawford's absence Dr. Ohl-Gigliotti informed the group summer credit headcount is currently up 0.3%, but total FTE is down 2.6% from last year at this time. Dr. Ohl-Gigliotti further stated she has some concerns how summer enrollment will turn out due to difficulties in comparing current enrollment numbers with last year's numbers. Dr. Ohl-Gigliotti also reminded the group the summer payment due date is April 15th, but students will not be deregistered until the week of April 19th due to a misprint in the student handbook.

Dr. Ohl-Gigliotti briefly updated the group on the 2021 summer grad gift. Dr. Ohl-Gigliotti informed the group she estimates over sixty students have applied, and noted K. Crawford recently had the opportunity to meet with students at a few of the high schools. M. Martin informed the group that advising appointments have been packed lately, and students are

currently having to wait about five days to meet with an advisor. Dr. Ohl-Gigliotti added retention specialist positions have been posted and she has received a few good applicants.

3. **Fall Enrollment**

Dr. Warner informed the group K. Crawford shared with him Forbes High School is potentially interested in taking a few ESSENCE classes online at their high school. Dr. Warner further stated he will need to look into the logistics of making this happen due to the school being located in Pennsylvania. Dr. Warner added this may be an opportunity to further grow ESSENCE enrollment.

4. **Additional Items**

Dr. Ohl-Gigliotti updated the group on the allocation of Covid-19 Student Emergency Assistance Funds. Dr. Ohl-Gigliotti informed the group the application for non-credit students to receive Covid-19 Student Emergency Assistance Funds is now available, and noted about twenty Adult-Ed students have applied at this time. Dr. Ohl-Gigliotti further stated T. Shank is working on a process for workforce solutions students to receive Covid-19 Student Emergency Assistance Funds. Dr. Ohl-Gigliotti also informed the group there have been discussions about the potential for using Covid-19 Student Emergency Assistance Funds to help pay past balances on students accounts. Dr. Ohl-Gigliotti further stated applications for Covid-19 Student Emergency Assistance Funds will be open until the end of April.

The group had a brief discussion regarding the details of the May 15th graduation ceremonies. Dr. Ohl-Gigliotti informed the group an email recently went out to all students eligible to walk for graduation, and noted the email informed students each graduate will be given two tickets for guests to attend the ceremonies. Dr. Ohl-Gigliotti further stated if conditions permit, the number of tickets given to students for guests may increase. Dr. Ohl-Gigliotti also added she has had a few students upset they are limited to two guests at the moment, and noted she understands this can be an emotional time for students. C. Baer stated to his knowledge HCC may be the only Maryland community college holding an in person graduation, and noted he has heard positive responses from most students. M. Martin reminded the group the deadline for students to confirm if they are planning to walk at any of the ceremonies and purchase their cap and gown is April 16th. Dr. Warner updated the group as of now sixteen faculty members have been excused from attending the ceremonies. Dr. Ohl-Gigliotti reminded the group to please let her know if there are any exempt staff members that would like to help with the ceremonies.

5. **Discussion**

Dr. Warner took the time to address a few questions he had received regarding faculty advising with the group.

Q: As ten month faculty are not expected to do faculty advising during their two month break, who is responsible for advising students during this time?

A: Dr. Warner stated there are no set plans at this time, but noted possible solutions include division directors or retention specialists advising students, or hiring a few ten month faculty members during their off time to help.

Q: Several advisor positions have recently opened up, are there plans to fill these vacancies?

A: Dr. Ohl-Gigliotti stated there are plans to fill vacant advisor positions as soon as possible, and noted this will be an opportunity to provide new/updated training to advisors.

Q: There are some concerns about the distribution of advisees to faculty advisors, how are students being distributed among faculty advisors?

A: Dr. Warner stated students are assigned to faculty advisors by their last declared major. M. Martin added in assigning students to faculty advisors by their birthday and last declared major, most faculty advisors have around thirty to forty advisees at this time. M. Martin further stated each Monday he runs a report for students who change their majors and unassigns/reassigns them to the appropriate advisor for that major. M. Martin also noted faculty advising lists will fluctuate each semester as only current students are included on faculty advising lists. Dr. Warner reminded the group that faculty advising is a big initiative, and noted the process will continue to improve, and faculty will have opportunities for additional faculty advising training.

M. Kugler informed the group that course evaluations are live and available until April 27th, and let the group know to contact her if anyone has questions.

Future Meetings

Next ESSC Recruitment & Retention Meeting: April 29

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