

Enrollment and Student Services Council
September 3, 2020
Meeting Minutes

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

Excused: D. Bittorf, K. Crawford, C. Hart, J. Mankins III, C. Ranalli, T. Shank

Minutes submitted by T. Nedimyer

1. **August 20th minutes review/approval**

The August 20th ESSC meeting minutes were approved as written.

2. **New & Returning Student Admission, Enrollment, Payment/Deregistration Update**

S. Willard updated the group that fall credit headcount is currently down 10.5%, and Total FTE is down 9.2% from last year at this time. S. Willard informed the group that ESSENCE registration begins today, and a new method of online registration will also be used to register students. S. Willard further stated that they are currently reaching out to applicants that are ready to register, as well as applicants that may not be ready to register just yet, to provide them with information on the next steps for registration. Dr. Warner inquired what the anticipated ESSENCE numbers for fall look like. J. Burnett stated that there are students still needing to be registered for classes, and is unsure of what the final numbers will look like as meeting with students has been very different due to the pandemic. It was also mentioned that Goretti High School will now be offering ESSENCE courses through HCC.

Dr. Ohl-Gigliotti stated that as of now it appears that non-credit FTE numbers will be around half of what they were last year at this time. D. Schoenenberger informed the group that she anticipates non-credit numbers to pick up as around 150-170 students for adult basic education will be starting soon. Dr. Warner added that another corrections academy will be starting up and believes this will boost non-credit numbers.

C. Scheetz informed the group that out of the students that have applied for Maryland Promise, fifty-four are eligible while fifty-nine are not. C. Scheetz further stated that he has contacted the students to let them know if they have been approved for Maryland Promise. C. Scheetz also noted that the number of eligible students may change over the next few weeks if part-time students become full-time. C. Scheetz also informed the group that Workforce Sequence Scholarships will be worked on in the upcoming week.

M. Martin updated the group that as of now advising is still doing Zoom advising appointments every day between 1:00pm-3:00pm, but is unsure if this will continue in upcoming weeks as advising has not been as busy. M. Martin further stated that once registration opens back up, Zoom advising appointments may be brought back. M. Martin also noted that phone advising and walk-in appointments will still be available on a daily basis. M. Martin also stated that everyone is doing a great job of opening up 12 week sections to accommodate students. C. Baer commended M. Martin and his staff for putting in the hours to help get enrollment numbers to where they are now.

Dr. Ohl-Gigliotti briefly expressed her thoughts on the article that was sent out prior to the meeting. Dr. Ohl-Gigliotti further stated that the article addresses the current national declines community colleges are seeing from black and male students, as well as the challenges students are facing due to the pandemic. The link to the article can be found on the agenda. Dr. Warner added that generally good things can come out of times of crisis, such as the way advising has adapted in order to continue to advise students during the pandemic.

3. **Fall Credit Classes: Things to be Problem-Solved**

Dr. Rothstein informed the group that the 12 week and 2nd 7.5 week late-start course listing on the website is being updated daily to add and remove courses based on their availability. D. Schoenenberger informed the group that the LSC is seeing around fifty students per day, which is down from its usual number of daily student visits at this point. D. Schoenenberger noted the students that have been visiting the LSC have been extremely respectful, and there have not been any issues with students wearing masks. D. Schoenenberger also asked Division Directors to remind students of the online resources that are available to them through the LSC and the library. Dr. Rothstein noted that the number of students visiting the library has remained steady, and students have also been very respectful when visiting.

Dr. Warner reminded the group that we need to be understanding that students may have other things going on in their lives, and should help them when we can. Dr. Warner further stated that being understanding and helping students when we can is a large part of retention. Dr. Ohl-Gigliotti added that in speaking with students in the Student Center, some have stated that it is easier for them to sit in the Student Center to get their coursework done due to having siblings at home, internet issues, and so on. Dr. Ohl-Gigliotti further stated that we need to be welcoming to these students during these challenging times. Dr. Ohl-Gigliotti also noted that student activities is back and Heather Barnhart will be experimenting with virtual student activities. Dr. Ohl-Gigliotti added it is important that students understand that HCC has campus life to offer students.

4. **Spring 2021 Credit Planning**

Dr. Rothstein reminded the group that spring classes will be held in the same format as fall classes. Dr. Rothstein added that continuing this way will make it easier for advising to advise students for spring classes, as well as divisions to schedule courses. Dr. Rothstein also reminded the group that the spring 2021 Veteran registration date has moved to September 30th, and the registration date for all students has moved to October 5th. C. Scheetz noted that the online education date is currently December 31st, therefore courses that are not regularly offered online may need to be reviewed. Dr. Rothstein stated that there will have to be a discussion/review on what courses are outside of what is normally offered online. C. Scheetz added that he will check in with other schools during his affinity meeting to see how they will be proceeding.

5. **Other Items**

B. Kirkpatrick stated that she is working on a video to promote late-start sessions that should be released soon. B. Kirkpatrick added once the video is released please share it if you can. B. Kirkpatrick also noted that the late-start course listing on the website is being updated daily.

Dr. Ohl-Gigliotti informed the group that an October 2nd graduation ceremony will be held at the North Hagerstown High School Stadium to replace the postponed May 2020 graduation. Dr. Ohl-Gigliotti further stated that the ceremony will closely mirror much of what NHHS did when holding their June high school graduation and will be around forty-five minutes long. Dr. Ohl-Gigliotti also noted that regalia will not be worn by faculty during the ceremony, and Dan Ryan is working on the faculty to be involved.

D. Schoenenberger inquired when will materials for unit planning will be available. M. Kugler stated that unit planning materials should be available soon. Dr. Rothstein stated that forms do not need to be completed before the meeting and to just be prepared to provide highlights.

Future Meetings

Next ESSC Recruitment & Retention Meeting: September 17

cc: D. Bittorf, Dr. Klauber, J. Childs, V. Ippolito, T. Shank