

Enrollment and Student Services Council
September 17, 2020
Meeting Minutes

Attendees: N. Arnone, C. Baer, V. Beache, C. Brereton, J. Burnett, M. Cepeda, K. Crawford, 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, T. Shank, Dr. Warner

Excused: D. Bittorf, C. Hart, J. Mankins III, C. Ranalli, H. Soeffker-Culicerto, T. Thorn, S. Willard

Minutes submitted by T. Nedimyer

1. **September 3, 2020 minutes for review/approval**

The September 3rd ESSC meeting minutes were approved as written.

2. **New & Returning Student Enrollment Update**

K. Crawford updated the group that fall credit headcount is currently down 11.6%, and Total FTE is down 8.9% from last year at this time. K. Crawford further stated that enrollment numbers will continue to fluctuate between now and October 1st due to ESSENCE registrations in the high schools. K. Crawford also noted that he estimates headcount for fall could end up being down around 10.0%. K. Crawford also informed the group that online registration for ESSENCE students has been going well. N. Arnone inquired if it is too late to set up any additional ESSENCE classes for fall, as she is interested in setting up an ESSENCE course for the manufacturing program at Tech High. K. Crawford stated that he would be fine with setting up the ESSENCE course as long as WCPS is ok with it, and students can be registered for the course by September 30th. Dr. Warner stated that he supports running the ESSENCE class with Tech High as long as deadlines can be met, and WCPS is ok with doing so. K. Crawford and N. Arnone will meet to further discuss the possibility of making this happen.

T. Shank updated the group that another corrections academy has recently started with around thirty students, and should help non-credit numbers. T. Shank also informed the group that she had recently met with Dr. D'Ambrisi to discuss how the Phlebotomy and CNA programs will run through Con-Ed in the 2021 spring semester. T. Shank added that she is also working to promote the Workforce Development Sequencing Scholarship at this time. T. Shank also noted that non-credit enrollment numbers have been down due to the inability to run courses through the prison during the pandemic. D. Schoenenberger added that boot camps will be starting up soon, and virtual orientations have been going well. It was discussed that on future agendas to include Adult Education for enrollment updates. T. Shank also suggested the possibility of having an enrollment report for Adult Education be generated and included with the credit and non-credit enrollment reports.

C. Scheetz updated the group that roughly fifty students were awarded Maryland Promise, and noted the turnaround from MHEC has taken longer than in previous years. C. Scheetz also stated that students that do not receive Maryland Promise will be responsible for payment. Dr. Ohl-Gigliotti added that an issue that some students are having with Maryland Promise is they do not understand that they must be full-time in order to receive the scholarship, even though this is clearly stated when applying. M. Martin stated that sometimes part-time students who cannot afford being full-time apply for Maryland Promise in hopes of being able to afford being full-time

if approved. C. Scheetz reiterated that students have to be full-time to even be considered to receive Maryland Promise.

The issue of temporary access codes ending before students can receive financial aid to pay for access codes was discussed. L. Montgomery stated that she has a few students whose temporary access codes are ending soon, and are still waiting on financial aid so they can purchase an access code for the course. L. Montgomery added that she has reached out to the publishers to see if temporary access code end dates can be extended for students waiting on financial aid. Dr. Warner stated that he, along with Dr. Rothstein and L. Montgomery will meet with finance to discuss the possibility of purchasing universal access codes.

M. Martin informed the group that Zoom advising rooms have been done away with for now, but may be brought back once registration opens up again. M. Martin also added that everyone is doing a great job of providing students with options for late start classes. Dr. Warner inquired how/ when enrollment numbers and credits for late start classes are reported to the state for funding. M. Kugler stated that she will look into how/ when enrollment numbers and credits for late start classes are reported to the state for funding.

3. **Fall Credit Classes:**
Skipped

4. **Spring 2021 Credit Planning**

Dr. Rothstein reminded the group that spring schedules are due from divisions by September 23rd. K. Crawford stated that Goretti High School is back to offering early to college classes through HCC, and is grateful for the partnership. K. Crawford added that Goretti is also interested in potentially running a physics and chemistry course through HCC for the upcoming spring semester, which could account for thirty to forty students. Dr. Warner stated that he supports moving forward with the physics and chemistry courses with Goretti. L. Montgomery added that she may be able to get an adjunct to go out to Goretti to teach the courses. K. Crawford added that he is not sure of Goretti's current lab set up, and would need to ensure their lab is properly equipped before running the courses at Goretti. K. Crawford and L. Montgomery will further discuss the logistics of making this happen. K. Crawford also informed the group that currently the spring payment due date of December 5th is on a Saturday, and questioned if this should be changed. Dr. Ohl-Gigliotti stated that she will check with D. Bittorf about changing the spring payment due date.

5. **Other Items**

K. Crawford noted that after the add/drop dates there were 127 students that took advantage of the grad gift for summer. K. Crawford added that he feels that many of these students may return to take additional courses. M. Kugler updated the group that she is currently preparing for Academic Unit reports, and also asked that anyone needing data for fall compliance reports to let her know.

Future Meetings

Next ESSC Recruitment & Retention Meeting: October 1

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