

Enrollment and Student Services Council
October 1, 2020
Meeting Minutes

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

Excused: D. Bittorf, J. Mankins III, C. Ranalli, Dr. Rothstein

Minutes submitted by T. Nedimyer

1. **September 17th minutes for review/approval**

The September 17th ESSC meeting minutes were approved as written.

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

K. Crawford updated the group that ESSENCE registration has been a little different this year as it was done online, and many students have waited until the last minute to register. K. Crawford stated that even though the September 30th registration date for ESSENCE classes has passed, he is still working with around fifty students to get them registered. K. Crawford also noted that S. Willard will be sending text messages and emails out to students that have yet to register. K. Crawford also informed the group that spring registration for Veterans started September 30th, and so far five have registered. It was also mentioned that B. Kirkpatrick put a shout out on the HCC Facebook page where Veterans can go to get help with registering for classes. K. Crawford also inquired if a press release could be put out once all registrations for fall are completed. Dr. Ohl-Gigliotti informed the group that located at the bottom of the agenda is a chart with unofficial headcount and FTE numbers for colleges similar to HCC. Dr. Ohl-Gigliotti noted that HCC sits somewhere in the middle of the pack in comparison to the colleges listed.

M. Kugler provided the group with information regarding how/ when enrollment numbers and credits for courses are reported to the state for funding. M. Kugler stated that credit and non-credit enrollment is reported to the state via CC-2 (credit) and CC-3 (non-credit) reports as of the census date for each session. M. Kugler noted that census dates occur at twenty percent of the length of each session. M. Kugler further stated that information provided to the state is further divided by eligible and ineligible FTEs, and funding received is based on eligible FTEs reported.

T. Shank updated the group that Con-Ed had finished down about fifty FTE for summer, and is currently down about thirty FTE for fall. T. Shank reiterated that non-credit enrollment numbers have been down due to the inability to run courses through the prison during the summer and fall semesters during the pandemic. T. Shank also noted that currently a corrections academy is running for the fall semester with around twenty-eight students, and another academy will be starting during the winter. T. Shank further stated that there have been around 300 people that have taken the pre-service course for corrections, which has helped enrollment numbers. T. Shank updated the group that welding and diesel technician courses will be starting in October, and a virtual ribbon cutting ceremony will be held. T. Shank added that she is working on stackable credentials for the Phlebotomy and CNA programs, and is trying to set up a meeting with Meritus to discuss what credentials would be beneficial for students to have.

D. Schoenenberger updated the group that session two for Adult-Ed will be starting September 21st with around sixty new students, and sixty returning students. D. Schoenenberger anticipates another thirty to forty students to register between the Health Care Essentials and Certified Peer Recovery Specialist programs. D. Schoenenberger also added that she is working with a few math and reading boot camp students to ensure they are prepared to register for classes in the following semester.

Dr. Scheetz updated the group that about thirty-nine percent of students that MHEC has identified as eligible for Maryland Promise are utilizing Maryland Promise. Dr. Scheetz added that this is a sixty-five percent increase from last year's numbers. Dr. Ohl-Gigliotti added that Maryland Promise funding has been reduced by about half, and mentioned that there may be waitlists for students to receive Maryland Promise. Dr. Ohl-Gigliotti also summarized the article indicating national declines at community colleges despite high unemployment numbers. The link to this article can be found on the agenda.

3. **Fall Classes:**

Dr. Ohl-Gigliotti informed the group that elections for the 2020-2021 Student Government Association will be held in the upcoming week, and it's great to see the student engagement during this time. Dr. Ohl-Gigliotti also noted that a food drive will be starting in November to help students in need of assistance. Dr. Ohl-Gigliotti further stated that students are utilizing the resources we are providing them during these tough times. Dr. Ohl-Gigliotti also proposed the idea of getting an article out in November about how HCC is supporting its students in and out of the classroom.

L. Montgomery inquired about what to do if students are just now starting to complete course work for classes, now that we are weeks into the fall semester. L. Montgomery also inquired if a BIT/Care form should be completed if there are concerns that the student will not be able to make up the missed course work. Dr. Ohl-Gigliotti stated when in doubt fill out the BIT/Care form as it will go directly to her office for review and then given to an advisor. Dr. Warner inquired if the talks of an early alert system being implemented in D2L were started again. Dr. Ohl-Gigliotti stated that there are active discussions about early alert systems, but nothing would be implemented until fall of 2021. M. Martin stated that it may also be easier to get in contact with students that are falling behind via text message. M. Martin also stated that advising students that fall behind on course work can be a tricky situation if the student wants to drop the course and is on financial aid. M. Martin further stated that he usually encourages the student to remain active in the class and stick it out until after the drop date. Dr. Scheetz agreed that withdrawing before the drop date can cause many issues for the student if they are on financial aid. Dr. Scheetz also noted that the 2021-2022 FAFSA is now available to be filled out and is due by March 1.

4. **Spring 2021 Planning**

Dr. Ohl-Gigliotti reminded the group that spring registration for all students begins October 5th, the self-pay deregistration will occur December 7th, and financial aid deregistrations will occur on both December 9th and January 6th. Dr. Ohl-Gigliotti also added that spring deregistration lists turn over on November 1st.

Dr. Warner updated the group on the progress that had been made regarding inclusive access codes for students. Dr. Warner stated that a good discussion was held with finance, but as of now we are not ready to move forward as there is still more work to be done. Dr. Warner also mentioned that he had the book store send him a listing of text books for the fall semester, and found the high cost of text books could be creating barriers for students. Dr. Warner added that the topic of inclusive access codes will be brought to academic counsel. As an alternative, D.

Schoenenberger suggested allowing students who have been identified as being approved for financial aid to get their access codes early from the campus store, and then pay once financial aid money is received. D. Schoenenberger also suggested creating an emergency book fund for students to purchase access codes as well as books. It was mentioned that A. Whaley may already be working on an emergency book fund for students.

The question was asked, should all students apply for the Foundations Scholarship. Dr. Scheetz stated that students applying for the Foundations Scholarship need to complete the FAFSA and must have a need for the scholarship. Dr. Scheetz further stated that he has been looking into alternative ways to award the scholarship, such as creating a form separate from the FAFSA that demonstrates a student's need for the scholarship.

K. Crawford stated that he would like to set up a few Facebook Live sessions for the spring due to the inability to meet with students at the high schools. K. Crawford further stated that he feels there were good responses from the previous Facebook Live sessions hosted over the summer. K. Crawford will work with those who were involved with the summer Facebook Live sessions to plan out sessions for the spring.

5. **Other Items**

Dr. Warner reminded the group that the nursing pinning will be held Friday, October 2nd. K. Hammond added that they are expecting 45-50 students for the pinning, and guests are limited to four per student. Dr. Warner added that the graduation ceremony for spring and summer graduates is also being held on October 2nd at North Hagerstown High School stadium, and should last around forty-five minutes. Dr. Ohl-Gigliotti added that 500-550 people are expected to attend the ceremony.

Future Meetings

Next ESSC Recruitment & Retention Meeting: October 15