

**Enrollment and Student Services Council**  
**January 6, 2022**  
**Meeting Minutes**

**Attendees:** N. Arnone, J. Bachtell, C. Baer, V. Beache, K. Crawford, Dr. D'Ambrisi, Dr. Hendrickson, B. Kirkpatrick, M. Kugler, S. Lietuvnikas, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, Dr. Poole, Dr. Renninger, R. Rohan, D. Ryan, Dr. Scheetz, D. Schoenenberger, J. Seiler, Dr. Soeffker-Culicerto, T. Thorn, Dr. Warner, S. Willard

**Excused:** A. Auldridge, D. Bittorf, J. Burnett, K. Hammond, J. Mankins III, M. Martin, T. Shank

*Minutes submitted by T. Nedimyer*

1. **December 9<sup>th</sup> minutes review/approval**

The December 9<sup>th</sup> ESSC meeting minutes were approved as written.

2. **Technology discussion related to enrollment & retention**

J. Seiler updated the group that Ellucian is having staffing issues at this time, and noted he is currently working on a subroutine to get Retention Alert up and running. S. Lietuvnikas informed the group that she is in the process of setting up meetings with Ad Astra as well as ConexED to get things kicked off. S. Lietuvnikas further stated that Ad Astra is a classroom scheduling software, and noted it may be set up/implemented sometime closer to March. Dr. Warner inquired if the Ad Astra package that was purchased includes the classroom analytic tools. J. Seiler stated that he is unsure of what package was purchased at this time, but he will look into it. M. Kugler added that Ad Astra will also allow anyone to check room availability across campus at any time. The group also had a brief discussion regarding early alert systems, which will be continued at a future ESSC meeting. On an unrelated note, Dr. Ohl-Gigliotti informed the group that we are resubmitting our grant application for the Title III Grant.

3. **Winter & Spring Enrollment**

D. Schoenenberger updated the group that so far 286 students have enrolled for Adult-Ed spring classes, and noted she expects an additional thirty students to soon be registered. D. Schoenenberger informed the group that she is working on a mailing to identify potential English language students in our community, and noted it should be in mailboxes within the next week. D. Schoenenberger further stated the mailing being sent out to identify potential English language students will promote classes starting at the end of January. D. Schoenenberger also updated the group that she will be following up with J. Seiler and S. Lietuvnikas on the digitization of the new student intake process for Adult-Ed mentioned at a previous ESSC meeting. D. Schoenenberger informed the group that she currently has one official ATB student, and another ATB student is going through the financial aid process at this time. Dr. Warner inquired what is going on with ATB at the prison. N. Arnone stated that concerns have been expressed about holding classes at the prison due to COVID cases on the rise, and noted a meeting has been set up to discuss this issue.

In A. Auldridge's absence Dr. Ohl-Gigliotti updated the group that Retention Specialists will be meeting with students in the days leading up to the start of the semester, and they will be taking students on a walk-in basis all next week. Dr. Ohl-Gigliotti further stated that many students are wanting to switch from in person classes to online classes due to COVID concerns. Dr. Ohl-Gigliotti also informed the group that thirty students have been deregistered due to the self-pay

deregistration that recently occurred, and noted around another thirty to thirty-five students may be deregistered when the financial aid deregistration occurs. Dr. Ohl-Gigliotti also noted that an additional sixty students were deregistered prior to the winter break as a result of running the prereqs report. The group also had a brief discussion on the possibility of deregistering financial aid denial students. Dr. Ohl-Gigliotti further stated deregistering financial aid denial students could have a significant impact on enrollment numbers, and inquired if a reminder could be sent to financial aid denial students letting them know to begin the appeals process if they intend to show up for classes, and to drop classes if they do not intend to follow the appeals process. Dr. Scheetz stated that he will send out a reminder to financial aid denial students about the appeals process. C. Baer also updated the group that Iris did not have a chance to take a look at academic dismissals prior to the winter break, and noted he estimates around thirty three students will be dismissed for poor academic performance. C. Baer further stated the academically dismissed students will have a negative impact on enrollment numbers, but dismissed students can apply for reinstatement at any time.

K. Crawford updated the group that spring headcount and FTE numbers are up at this time, and noted he expects both headcount and FTE to level out after the financial aid deregistration occurs. K. Crawford further stated he believes that enrollment numbers will finish in the negative for the spring semester, and noted this year's spring enrollment has been difficult to compare to last year's spring enrollment as we are dropping students at different times this year than we did last year. K. Crawford also noted that he will pull a two year enrollment report for spring for the next ESSC meeting.

4. **Other pressing items for the start of SP22 and 22/CEWI**

D. Schoenenberger requested that strategies for scheduling classes be added to a future ESSC meeting agenda.

**Future Meetings**

*Next ESSC Recruitment & Retention Meeting: January 20*

cc: Dr. Klauber, V. Ippolito