Enrollment and Student Services Council
January 20, 2022
Meeting Minutes

Attendees: J. Bachtell, N. Arnone, C. Baer, V. Beache, K. Crawford, Dr. D'Ambrisi, K. Hammond, Dr. Hendrickson, M. Kugler, S. Lietuvnikas, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Poole, Dr. Renninger, R. Rohan, D. Ryan, Dr. Scheetz, D. Schoenenberger, J. Seiler, T. Shank, T. Thorn, Dr. Warner, S. Willard

Excused: A. Auldridge, D. Bittorf, J. Burnett, B. Kirkpatrick, J. Mankins III, Dr. Ohl-Gigliotti, Dr. Soeffker-Culicerto

Minutes submitted by T. Nedimyer

1. **January 6th minutes review/approval**
The January 6th ESSC meeting minutes were approved as written.

2. **Technology discussion related to enrollment & retention**
J. Seiler updated the group that he is still in the process of setting up a demonstration/meeting with Ad Astra to go over classroom scheduling software, and noted there is not an estimated project kickoff date at this time. J. Seiler also informed the group that the subroutine for Retention Alert has been installed, and noted that testing will begin soon. J. Seiler further stated Retention Alert will require faculty to enter attendance, midterm deficiencies, and so on. Dr. Warner inquired if any of the academic offices provided input when setting up the subroutine for Retention Alert. S. Lietuvnikas noted that M. Martin was involved when setting up the subroutine for Retention Alert. J. Seiler also updated the group that a meeting has been set up with ConexED to get things kicked off. J. Seiler further stated that in addition to the scheduling tools provided in the ConexED software, ConexED can also integrate learning management systems and calendars, is webinar capable, can send text message alerts to students, and so on. S. Lietuvnikas added that the tools that are provided through the ConexED software will help consolidate a lot of the things we do, and noted in the near future this will be how the college primarily interacts with students. J. Seiler also informed the group that Instant Enrollment has been installed, and noted that he is waiting on the payment gateway to be set up at this time. T. Shank inquired when will Instant Enrollment be implemented, as she is concerned the switch from WebAdvisor could impact College for Kids enrollment. J. Seiler noted that a timeframe to implement Instant Enrollment has not been established, but Web Advisor will still be available while Instant Enrollment is being setup. M. Martin also noted that faculty advising lists have once again been updated.

3. **Winter & Spring Enrollment**
T. Shank updated the group that Con-Ed spring enrollment numbers continue to look strong, and noted that many Con-Ed courses are running at capacity. T. Shank further stated that she is working on setting up additional medical assisting courses at this time, and noted the Con-Ed summer schedule should be hitting mailboxes very soon.

D. Schoenenberger updated the group that so far 327 students have enrolled for Adult-Ed spring classes, and noted this number includes non-unique students registered for spring classes. D. Schoenenberger further stated that she now has two official ATB students for spring. D. Schoenenberger also informed the group there will be a graduation ceremony for Adult-Ed

students, and noted she believes that three or four students have met the graduation requirements at this time.

K. Crawford updated the group that headcount and FTE numbers are flat at this time, and noted that we are in a waiting game for students to register for late start spring classes. K. Crawford further stated that he will be visiting the high schools to register additional ESSENCE students, and noted the ESSENCE students may be a determining factor as to whether or not we end up positive or negative in enrollment for spring.

4. **Credit Internships and Internship & Job Services Position Update**
In Dr. Ohl-Gigliotti's absence M. Martin reminded the group that internship applications for spring were due December 1st, and applications for Summer are due by April 1st. M. Martin further stated that Dr. Ohl-Gigliotti is hoping to have the Internships & Job Services position filled by April. Dr. Warner informed the group that we only had two internship students for the fall, and noted we need to loosen the restrictions on the internship process and increase opportunities for students to get into internships. N. Arnone inquired if any last minute internships are able to be added, and Dr. Warner stated Dr. Ohl-Gigliotti should address this question once she returns.

5. **Continued Discussion – Report on 10-year enrollment data**
The group had a brief discussion regarding what should qualify or define non-returning student numbers. Dr. Warner noted we need to further dig into non-returning student numbers to find out why students did not return, whether they graduated, transferred, just did not return, and so on. M. Kugler stated we will have to wait for another cycle of clearing house data before we can dig into non-returning student numbers. K. Crawford added that he recently sent out emails to students who completely withdrew from classes, and stated that many students withdrew due to family or mental health issues, and only a few students withdrew due to Covid concerns.

6. **Discussion: Credit Financial Aid Census Date Pros/Cons Discussion**
Tabled

7. **Beginning discussion: Strategies for Building Class Schedules**
D. Schoenenberger stated that she feels at this time divisions work in their own silos when developing schedules, and noted that not all career pathways are supported when schedules are being developed. D. Schoenenberger further stated that she believes the Ad Astra classroom analytic tools should be purchased with the Ad Astra classroom scheduling software. Dr. Warner asked J. Seiler to provide him with the cost of purchasing the Ad Astra classroom analytic tools in addition to the Ad Astra classroom scheduling software. Dr. Warner further stated he will speak with C. Fentress about potentially purchasing the Ad Astra classroom analytic tools.

J. Seiler updated the group there are still issues with the newly installed phone systems, and noted that IT is working on setting up call groups and a mobile desktop at this time.

T. Thorn informed the group the STEMM Technical Middle College will be renamed to Hagerstown Community College Middle College, and noted two new academic program pathways will begin this fall, an AS degree in Business Administration, and a AA degree with four concentrations; a. art, b. dance, c. music, and d. theater.

Future Meetings
Next ESSC Recruitment & Retention Meeting: February 3
cc: Dr. Klauber, V. Ippolito