

**Enrollment and Student Services Council**  
**February 17, 2022**  
**Meeting Minutes**

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

**Excused:** D. Bittorf, J. Mankins III, J. Mentzer, R. Rohan

*Minutes submitted by T. Nedimyer*

1. **February 3<sup>rd</sup> minutes review/approval**

The February 3<sup>rd</sup> ESSC meeting minutes were approved as edited.

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

J. Seiler updated the group that the statement of work has been signed for Ad Astra, and noted a kickoff meeting has been scheduled for sometime after February 28<sup>th</sup>. Dr. Warner inquired if there is an estimated date that Ad Astra will be up and running. S. Lietuvnikas stated there is not an expected date for Ad Astra to be up and running at this time, but noted it may possibly take nine months to get everything implemented. S. Lietuvnikas further stated she believes the earliest that Ad Astra can be used for scheduling classes will be for summer 2023. T. Shank inquired if training sessions will be set up for Ad Astra after it has been implemented, as she believes having as many staff members trained on Ad Astra will be beneficial. S. Lietuvnikas stated once Ad Astra has been implemented, extensive trainings will be setup for staff. Dr. Warner reminded the group the Ad Astra classroom analytic tools have not been purchased at this time, but noted they may be purchased in the future. J. Seiler updated the group that he is still working through the security issue in Retention Alert that will not allow him to create cases, and noted he will update the group on this issue once he has more information. J. Seiler also updated the group that setting up departments in ConexED is going well, and noted only a few more departments still need to be setup. J. Seiler further stated the next steps for ConexED after departments have been setup will be to schedule trainings for staff on the additional features that are offered. J. Seiler briefly went over some of the additional features offered through ConexED with the group.

3. **Winter & Spring Enrollment**

T. Shank updated the group that Con-Ed spring enrollment numbers continue to look strong, and noted another corrections academy will be starting soon. T. Shank further stated the Con-Ed summer schedule should soon be available, and noted she is currently working on the College for Kids schedule. T. Shank also informed the group she had recently met with G. Willow of WCPS to present certificate programs to potentially be offered to WCPS students.

D. Schoenenberger updated the group that so far 408 students have enrolled for Adult-Ed spring classes, and noted this number includes non-unique students. D. Schoenenberger further stated she anticipates another forty to sixty students registering for ELL courses as a result of the PALS/WCPS partnership, and noted this will put enrollments for Adult-Ed spring classes close to 500. D. Schoenenberger also informed the group that she has plans to meet with T. Shank to

discuss career training opportunities for ELL students, and noted a career club will be starting soon.

K. Crawford updated the group that headcount and FTE numbers are slightly down at this time, but he is hoping that once early to college students are registered headcount and FTE numbers will be closer to flat. K. Crawford further stated he will have a better idea how the final spring enrollment numbers will look by the next ESSC meeting, and noted he would like to start looking at enrollment for summer and fall at the next meeting. On a positive note, K. Crawford stated that male and minority enrollment numbers are up when compared to last year's numbers. K. Crawford also informed the group that the two-year enrollment comparison for spring that was distributed to the group was also recently shared with the Board of Trustees. A. Auldridge also noted that we will soon be going back into the high schools to begin registering students for the fall semester. Dr. Ohl-Gigliotti briefly shared how HCC's headcount and FTE numbers compare to other colleges in the MACC, and noted all other colleges are also experiencing a decline in headcount and FTE numbers at this time.

4. **Open House – tentative date set for Sat, March 26<sup>th</sup> from 10am-1pm**

The decision was made to hold the open house on the suggested March 26<sup>th</sup> date, and Dr. Warner stated the suggested date will be brought to Academic Council. Dr. Ohl-Gigliotti also noted the open house will once again be held in the Student Center.

T. Thorn briefly updated the group that Middle College applications have been slow, but noted the applications she has received so far have been good. T. Thorn further stated she believes additional Middle College applications will be submitted after information sessions have been held. T. Thorn also noted that twenty four students will soon be graduating from the Middle College.

5. **Self-Service Discussion: Prompt for Drop Reason**

M. Kugler briefly went over the proposed method for gathering data on students who fully withdraw from classes during a semester with the group. M. Kugler further stated when students attempt to withdraw from their classes in Self-Service, a survey will populate with a series of questions to gather data on why the student is withdrawing from their classes. Dr. Renninger inquired if the survey will be required or optional, and asked if there is a space on the survey where students could further elaborate on why they are withdrawing from their classes. S. Lietuvnikas stated it is possible to set the survey up to be required or optional, and noted a space could be added to the survey to allow students to further elaborate on why they are withdrawing. M. Kugler noted if we are interested in moving forward with the implementation of this survey, the next step will be to determine if the survey should be required or optional.

6. **Update on Retention data**

No Update

7. **Discussion: Credit Financial Aid Census Data – Pros/Cons**

K. Crawford updated the group that a meeting was held with the Finance Office to determine if the financial aid census date could be moved earlier. K. Crawford further stated this topic is still up for discussion, and noted he will be meeting with the Finance Office again to further discuss this topic. K. Crawford also noted that Dr. Scheetz will be reaching out to other colleges to determine how they are handling their financial aid census date.

Dr. Ohl-Gigliotti updated the group on the decision that was made regarding student refunds mentioned at the previous ESSC meeting. Dr. Ohl-Gigliotti stated a tiered refund policy will not

be utilized, but noted the current refund policy will be reviewed for updates. Dr. Ohl-Gigliotti also reminded the group to please send her any topics they would like to see added to future ESSC meeting agendas.

**Future Meetings**

*Next ESSC Recruitment & Retention Meeting: March 3*

cc: Dr. Klauber, V. Ippolito