

Enrollment and Student Services Council
March 3, 2022
Meeting Minutes

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

Excused: C. Baer, D. Bittorf, K. Crawford, J. Mankins III

Minutes submitted by T. Nedimyer

1. **February 17th minutes review/approval**

The February 17th ESSC meeting minutes were approved as edited.

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

J. Seiler updated the group the kickoff meeting for Ad Astra will be scheduled for sometime in early March, and noted this meeting will go over what to expect during the implementation process. J. Seiler also updated the group that he is still working with Ellucian to resolve the security issue in Retention Alert that will not allow him to create cases. J. Seiler informed the group the setup of ConexED is going well, and noted he recently held trainings with staff to go over additional features offered in ConexED. J. Seiler further stated the next ConexED training has been scheduled for Friday March 4th. T. Shank inquired if there have been any discussions about Workforce Solutions utilizing ConexED to meet with students. J. Seiler stated we need to be careful how many people are brought on while ConexED is still being implemented, but noted there will be opportunities to branch out to Workforce Solutions later down the road.

3. **Winter & Spring Enrollment**

T. Shank updated the group the Con-Ed spring/summer schedule has been mailed out, and noted that registration for College for Kids is now open. T. Shank further stated a discounted rate for College for Kids is available for students who register before March 31st. T. Shank also updated the group that medical assisting has started for the spring with eight students, and noted she still has GEERS two funding to spend by March 2023. T. Shank also noted she has not yet heard back from her county EMT contact, but she will reach out again to try and set up a meeting. The group had a brief discussion about if Con-Ed students are eligible to receive MD Promise. Dr. Scheetz stated he will reach out to his affinity group to see if other colleges are offering MD Promise to Con-Ed students. Dr. Warner asked that Dr. Scheetz pull a report for the next ESSC meeting of students that completed the FAFSA, were Pell eligible, and never registered for classes.

D. Schoenenberger updated the group that enrollments for spring have increased by another fifty-nine students, and noted she expects another twenty students to soon be registered. D. Schoenenberger further stated she attributes the increase in enrollment to our ELL partnership with WCPS. D. Schoenenberger also updated the group that she has one ATB completer and one ATB student at this time, and noted she is in the process of developing a career training/information session for IELCE/IET students. Dr. Warner inquired if the representative from the Western Maryland Consortium has been on campus yet. Dr. Ohl-Gigliotti noted the

representative from the Western Maryland Consortium has not yet been on campus, but they should be on campus soon.

S. Willard updated the group that headcount and FTE numbers are slightly down for spring, and noted that recruitment for summer and fall will be starting soon. A. Auldridge updated the group that she is seeing an uptick in student traffic in her area as students who completely withdraw from classes now need to meet with a Retention Specialist. A. Auldridge further stated that she would like to develop a survey to capture the reasoning behind why students are withdrawing/dropping classes, similar to the survey mentioned at the previous ESSC meeting. The group had a brief discussion regarding how a student's financial aid is impacted when they withdraw from classes.

T. Thorn updated the group that she has received thirty-two applications for the fall Middle College, and noted of the thirty-two applications twenty-two students have been accepted, four students were denied, and six students will receive a conditional offer. T. Thorn further stated she estimates there will be sixty-five to seventy Middle College students for the fall. T. Thorn also noted a few students have signed up for the new business administration and art pathways that will begin this fall.

4. **Open House – Sat, March 26th from 10am-12pm**

Dr. Ohl-Gigliotti informed the group an email from V. Gratton will soon be sent out to request table setup information for the March 26th open house, and noted the format of the event will be the same as it was in 2019. Dr. Warner inquired if tours of the campus will be given as they were in previous years. Dr. Ohl-Gigliotti stated she is unsure if there are plans to give tours of the campus, but she will look into it. M. Martin noted this may also be a good opportunity to set up a table to meet with students to prepare them for summer/fall registration.

5. **15-week versus 12-week sessions**

The group reviewed/discussed the registration data for 2021 fall that has been broken down by session and registration date. M. Martin noted when looking at the registration data for fall, many students were registering for 12-week courses before 15-week courses had begun. M. Martin further stated that many students were also registering for 1st 7.5-week courses prior to 15-week courses starting.

A. Auldridge informed the group that starting this fall students will no longer be assigned to faculty advisors by their birth month, but will be assigned a faculty advisor by division. Dr. Ohl-Gigliotti reminded the group to please send her agenda items they would like to discuss at future ESSC meetings.

Future Meetings

Next ESSC Recruitment & Retention Meeting: March 17

cc: Dr. Klauber, V. Ippolito