

Enrollment and Student Services Council
April 14, 2022
Meeting Minutes

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

Excused: C. Baer, V. Beache, D. Bittorf, S. Lietuvnikas, J. Mankins III, J. Mentzer, Dr. Ohl-Gigliotti, T. Thorn, S. Willard

Minutes submitted by T. Nedimyer

1. **March 31st minutes review/approval**

The March 31st ESSC meeting minutes were approved as written.

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

J. Seiler briefly updated the group that the room file for Ad Astra containing schedulable rooms and features has been sent for import, and noted the next steps will be to set up the secure sign in. J. Seiler informed the group he has nothing new to report for Retention Alert, but noted he plans on reaching out to Retention Alert soon for a status update. J. Seiler also informed the group that departments will soon begin user testing for ConexED, and noted the launch meeting for ConexEd will be set up for some time in May. J. Seiler further stated the only issues reported by the library during testing for ConexEd were platform-based issues, meaning everything on our end has been appropriately set up. The group had a brief discussion regarding if current information should be reviewed before it is imported into Quottly. J. Seiler also informed the group that a compliance checklist has been sent out for Mongoose, and believes we should re-establish consent for contacting students via text message.

3. **Summer & Fall Enrollment**

T. Shank updated the group that registration for College for Kids is now open, and noted she believes this will be a build back year. T. Shank also updated the group that she is working on putting together the Con-Ed schedule for fall, and noted the fall schedule should be sent out sometime in July. T. Shank informed the group that she and Dr. D'Ambrisi had recently met with WCPS to discuss the transition for the Paramedic program, but noted she does not have a start date determined as of this time. T. Shank also noted that she recently met with the new CTE director for WCPS to discuss pathways for graduating seniors, as well as setting up a career day for these students.

D. Schoenenberger updated the group that Adult-Ed currently has 215 enrollments for summer, and noted she is starting to run out of funding to schedule additional classes. D. Schoenenberger further stated these are the highest Adult-Ed enrollment numbers she has seen in a while. Dr. Soeffker-Culicerto stated if funds are needed to set up additional Adult-Ed classes for summer, let her know, and she will find the funds to make classes happen. T. Shank asked D. Schoenenberger what changes have been made to attract more Adult-Ed students. D. Schoenenberger stated that a new intake process has been established for new students, and noted that she has one of the most organized and efficient PALS teams that she has ever had. D. Schoenenberger also informed the

group that seven students have signed up to take the WorkKeys assessment, and an Adult Literacy Services Recognition Ceremony has been set up for May 11th.

K. Crawford updated the group that Summer headcount and FTE numbers are down at this time, but noted Fall headcount and FTE numbers are up considerably. K. Crawford further stated that we are gaining ground on summer enrollment each day, and he plans on making a push to get students registered for summer and fall classes. A. Auldridge informed the group that she is getting busier with advising appointments for summer and fall classes, and noted advising appointments are packed through the end of April. A. Auldridge also informed the group that we have been visiting the high schools to register students for classes, and noted high schools like Clear Spring have been bussing students out to HCC to get them registered. A. Auldridge further stated that she would like to see other high schools bus students out to HCC to register them for classes. Dr. Warner stated that bussing students from the high schools to campus to register them for classes may be possible, but we need to have a plan in place first.

The group had a brief discussion regarding faculty advising. Dr. Warner inquired if there is a way to track the number of students that are meeting with their faculty advisors. M. Martin stated there may be a way to track the number of students that meet with their faculty advisors through ConexED once it has been implemented. Dr. Hendrickson voiced her concern about students that contact faculty advisors that are not under contract over the summer, as she worries that students who do not receive immediate answers will not be persistent in registering for classes. Dr. Warner stated that he has spoken with the president about the possibility of paying a stipend to faculty that would like to advise students over the summer. Dr. Warner further stated that faculty advising is still new, and we will address issues as they come along.

4. **Five-year credit enrollment report for fall and spring credit**

K. Crawford informed the group that he does not yet have the data to determine how credit enrollment was impacted as a result of moving Medical Assisting, Phlebotomy, Paramedic, and CNA programs from credit to non-credit.

5. **Kirwan Planning w/WCPS**

Dr. Warner informed the group that he has no new updates to share with the group on the Kirwan planning with WCPS, but provided the group with a brief explanation of what Kirwan is.

6. **Open House**

Dr. Renninger informed the group that it is possible to have registration open prior to or the same day as the proposed 2023 April 1st open house. K. Crawford updated the group that he would like to talk with faculty to see how they feel about holding a June 3rd prospective student day/summer HCC fair. K. Crawford further stated he believes the June 3rd timeframe may be when many seniors are away at the beach. N. Arnone stated that her faculty would prefer to hold the prospective student day/summer HCC fair on a Friday so there is an opportunity for tours and to showcase labs.

7. **2021 FAFSA completers who did not attend – where did 253 go?**

M. Kugler informed the group that she has no new updates to share with the group as she is still waiting on data from the clearing house.

8. **Full Withdrawal Survey**

M. Kugler informed the group that she will have a formal report on the full withdrawal survey to share with the group in the next few weeks.

Future Meetings

Next ESSC Recruitment & Retention Meeting: April 28

cc: Dr. Klauber, V. Ippolito