

**Enrollment and Student Services Council**  
**April 28, 2022**  
**Meeting Minutes**

**Attendees:** A. Auldridge, J. Bachtell, C. Baer, V. Beache, D. Bittorf, 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, Dr. Soeffker-Culicerto, T. Thorn, Dr. Warner, S. Willard

**Excused:** N. Arnone, J. Burnett, K. Crawford, J. Mankins III, T. Shank

*Minutes submitted by T. Nedimyer*

1. **April 14<sup>th</sup> minutes review/approval**

The April 14<sup>th</sup> ESSC meeting minutes were approved as written.

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

J. Seiler updated the group that the room and section data files for Ad Astra have been sent for import. Dr. Warner inquired if Ad Astra will be available for use by the 2023 spring semester, and if trainings will be scheduled for end users. J. Seiler stated that it's possible that Ad Astra may be available for use for the 2023 spring semester, and noted trainings will be scheduled for end users. J. Seiler briefly updated the group that he has not received any updates from Ellucian on the subroutine for Retention Alert at this time. J. Seiler informed the group that the library staff have been set up in ConexED, and noted he is now working on setting up financial aid staff members. J. Seiler further stated a meeting was recently held to set up ConexED contact cards, and noted ConexED trainings will be set up in the near future. D. Schoenenberger requested that ConexED contact cards for DEALS faculty members be set up by June 1st if possible. J. Seiler briefly updated the group that our Quotly representative is setting up dates for staging and production at this time, and noted a functional training meeting has been set up for early May.

3. **Summer & Fall Enrollment**

S. Willard updated the group that Summer headcount and FTE numbers are down at this time, but noted Fall headcount and FTE numbers are up considerably. Dr. Ohl-Gigliotti reminded the group that deregistration for financial aid and 2022 summer self-pay students will begin April 28<sup>th</sup>. Dr. Ohl-Gigliotti further stated eighty students are currently on the self-pay deregistration list, and A. Auldridge's office will send an email out to these students informing them they are in danger of being deregistered.

The group had a brief discussion on faculty advising and summer returning student needs. A. Auldridge stated that she would take any help that she could get with advising students over the summer, and noted additional space would be needed if any volunteers would be able to help. Dr. Warner reminded the group that faculty will not be required to advise students over the summer, but the president is willing to pay a stipend to faculty that are willing to advise students during the summer. Dr. Warner further stated he will just need the details on the number of days, hours, etc., so the information can be passed on to the president. Dr. Ohl-Gigliotti noted she will work with A. Auldridge on determining these needs. Dr. Warner also noted he would not be opposed to the idea of division directors helping to advise students over the summer if they are willing. A.

Auldridge noted that she will reach out to division directors to see if any are willing to assist with advising students over the summer.

Dr. Ohl-Gigliotti informed the group that we are currently down 1,200 total credits for summer, and she believes not doing the Grad Gift for summer 2022 may have had an impact on summer enrollment. In K. Crawford's absence, Dr. Ohl-Gigliotti briefly went over the Grad Gift numbers from 2020 and 2021 with the group.

Dr. Ohl-Gigliotti provided the group with an overview of the Edamerica outreach that will be occurring over the summer. Dr. Ohl-Gigliotti stated that Edamerica will be reaching out to prior students who have not returned over the past two years, and noted that communications will look as if they are coming from A. Auldridge's office. Dr. Ohl-Gigliotti further stated the goal is to let students know that HCC is still here and we want them to return. Dr. Warner inquired if the number of students that have not returned over the past two years could be turned into a percentage to show retention gain/loss. M. Kugler stated that just because a student stopped coming does not mean they are not going somewhere else, and noted these numbers may need to be cleaned up to account for students who have gone elsewhere. Dr. Warner agreed with M. Kugler that just because a student stopped coming does not mean they are not going somewhere else, and noted once these numbers have been cleaned up, they may be a good benchmark for setting retention goals.

4. **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 noted his next meeting with G. Willow will be May 4<sup>th</sup>.

5. **MAT 114 for Radiography Students**

The group had a brief discussion regarding the concerns for students in high school that take MAT-160 and then want to pursue RAD which requires MAT-114. A. Auldridge inquired how flexible will we be if students take MAT-160 and then want to pursue RAD which requires MAT-114. Dr. Warner stated if a student takes MAT-160 and MAT-114 is required, the exception can be made as he believes MAT-160 is equally as rigorous as MAT-114. C. Baer stated from his perspective he needs guidance on what we want to accept or make exceptions for in regards to advising, and noted he would like to circle back to this topic after graduation is over. C. Baer further stated he plans to make an exception list/flow chart once all exceptions have been identified.

6. **Open House**

The group decided the next open house date will be April 1<sup>st</sup> as it was determined registration can be open prior to April 1<sup>st</sup>. Dr. Ohl-Gigliotti noted the prospective student day may be held on May 20<sup>th</sup>, and asked group members to let her know if they would like to participate.

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

Dr. Scheetz stated he has been able to identify where 26 of the 253 students who completed a FAFSA and never registered for classes have gone, noting the highest percentage went to Blue Ridge Community College. Dr. Ohl-Gigliotti inquired if any of the students who went to Blue Ridge Community College were in-state students. Dr. Scheetz stated he is unsure if any of the students who went to Blue Ridge Community College were in-state students.

8. **Full Withdrawal Survey**

M. Kugler informed the group that fourteen students replied to the full withdrawal survey, and requested that K. Crawford's name be added to this topic on future agendas.

9. **Other Agenda Items?**

The Next ESSC Meeting scheduled for May 12<sup>th</sup> will be canceled due to Honors Convocation preparation.

**Future Meetings**

*Next ESSC Recruitment & Retention Meeting: May 26*

cc: Dr. Klauber, V. Ippolito