

Enrollment and Student Services Council
May 26, 2022
Meeting Minutes

Attendees: N. Arnone, C. Baer, V. Beache, J. Burnett, Dr. D'Ambrisi, Dr. Hendrickson, B. Kirkpatrick, S. Lietuvnikas, M. Martin, L. Montgomery, T. Nedimyer, Dr. Poole, C. Ranalli, Dr. Renninger, R. Rohan, D. Ryan, Dr. Scheetz, D. Schoenenberger, J. Seiler, T. Shank, Dr. Soeffker-Culicerto, T. Thorn

Excused: A. Auldridge, J. Bachtell, D. Bittorf, K. Crawford, V. Gratton, K. Hammond, J. Mankins III, J. Mentzer, Dr. Ohl-Gigliotti, Dr. Warner, S. Willard

Minutes submitted by T. Nedimyer

1. **April 28th minutes review/approval**

The April 28th ESSC meeting minutes were approved as edited.

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

J. Seiler updated the group that the course/section file for Ad Astra has been successfully uploaded, and noted a meeting was recently held on May 25th to discuss the Ad Astra single sign on feature. T. Shank inquired if Ad Astra will give priority for specific rooms that divisions frequently use. S. Lietuvnikas stated that priorities have not been built into Ad Astra, but they can be if needed. As a definitive list of room priorities has not been established, Dr. Renninger requested that if divisions have any specific room preferences to please send her an email noting these preferences. 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 further stated that a meeting was recently held to go over low GPA/withdrawal students, and noted over 500 students were flagged. J. Seiler informed the group that a launch meeting for ConexED was held on May 11th, and noted that June 1st is the target launch date for pilot groups. J. Seiler further stated that he is working through ConexED Outlook integration issues at this time, but feels the issues should be resolved before July 1st. J. Seiler also noted that pictures for ConexED contact cards have been retaken, and the pictures will be sent to individuals to upload themselves. J. Seiler briefly updated the group that a Quottly training was held in early May, and login instructions were provided.

3. **Summer & Fall Enrollment**

D. Schoenenberger updated the group that Adult-Ed currently has 285 enrollments for summer, and noted that no-show students have not been removed at this time. D. Schoenenberger further stated that she anticipates another fifteen enrollments for summer, and noted this is the highest enrollment for summer we have ever had.

T. Shank informed the group that new program managers have been hired for Business Certification & Licensure and College for Kids programs. T. Shank updated the group that enrollment and FTE numbers are outperforming FY20 enrollment numbers without any enrollment from the prison, and noted our contract with the prison will be ending June 15th. T. Shank also updated the group that she will be meeting with a candidate to determine if they would be a good fit to fill the vacant CNA instructor position. T. Shank informed the group that Con-Ed will have advertisements running at Warehouse Cinemas Leitersburg starting in June, and noted a new Workforce Solutions catalog has been produced.

In K. Crawford's absence M. Martin briefly updated the group that enrollment for fall is trending in a good direction, but noted summer enrollment is still lacking behind at this time. M. Martin

further stated the lower enrollment numbers for summer may be due to not doing the Grad Gift this summer. The group also had a brief discussion regarding the possibility of reimplementing pre-Covid placement test scores.

4. **Kirwan Planning w/WCPS**

Tabled

5. **Discussion: Withdrawn Students Analysis and Survey – Fall 2021 and Spring 2022**

Tabled

6. **Other Agenda Items**

N/A

Future Meetings

Next ESSC Recruitment & Retention Meeting: June 9

cc: Dr. Klauber, V. Ippolito