

Enrollment and Student Services Council
July 22, 2021
Meeting Minutes

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

Minutes submitted by T. Nedimyer

1. **May 27th minutes review/approval**

The May 27th ESSC meeting minutes were approved as written.

2. **Fall Enrollment**

D. Schoenenberger updated the group that Adult-Ed summer classes are going well, and noted tests scores for summer will be posted in August. D. Schoenenberger further stated a few Adult-Ed summer students should be moving to credit classes in the fall.

K. Crawford informed the group that both credit headcount and FTE numbers are up from last year at this time, but noted these numbers may be negative on the next EMR report as we are unable to keep up with last year's pace. K. Crawford further stated ESSENCE applications are down, and noted he is actively reaching out to the high schools to register students. On a positive note, K. Crawford informed the group many students are being seen on walk-in basis on Fridays to register for classes, and noted enrollment usually goes up a percentage point the following day. Dr. Ohl-Gigliotti added that most other community colleges in her affinity group have shared they are experiencing a decline in enrollment for fall at this time.

3. **Academic Advising & Registration Transition**

A. Auldridge reminded the group that students can meet with retention specialists Monday through Thursday by appointment only, or have the option to meet with a retention specialist on a walk-in basis on Fridays. A. Auldridge stated that advising appointments are currently booked solid through the next two weeks, and noted additional help is needed to get caught up. A. Auldridge further stated an additional retention specialist is completing their training at this time, and she is hoping to be fully staffed by mid-August. A. Auldridge also noted the academic advising webpage is in the process of being updated to reflect the change to retention and registration. Dr. Ohl-Gigliotti added we may need to look into additional ways of registering students so they do not have to wait two weeks to meet with a retention specialist. The idea of utilizing a few staff members from the library and Learning Support Center to help register students for classes was discussed. Dr. Ohl-Gigliotti also informed the group there is a plan in place to staff the registration lab with student workers after they have been trained.

4. **Fall Prep**

Dr. Ohl-Gigliotti informed the group that weekly emails will be sent to students about office hours until early September due to inconsistencies in office hours across campus. Dr. Ohl-Gigliotti also noted office hours may change after Labor Day based on student traffic levels. Dr. Ohl-Gigliotti informed the group that Covid-19 Student Emergency Assistance Funds have been used to pay student balances from past semesters, and noted letters have been sent to these

students to inform them their balance has been paid, and to provide them with information on future class offerings. Dr. Ohl-Gigliotti further stated Covid-19 Student Emergency Assistance Funds are still available for summer students until the end of August.

5. **ESSENCE Student Enrollment**

The group briefly discussed options for ensuring students in the high schools are passing ESSENCE class information along to their parents. K. Crawford stated as we do not have direct access to the parents, the best we can do is continue to have the instructors continually remind students they need to be enrolled in the ESSENCE course to receive credit. Dr. Ohl-Gigliotti added this topic will be revisited at a future meeting.

6. **Spring 2022 Open House**

Dr. Ohl-Gigliotti informed the group there are plans to have an open house in the Student Center sometime between spring break and Easter 2022. Dr. Ohl-Gigliotti noted the official date will be determined at a future ESSC meeting.

Future Meetings

Next ESSC Recruitment & Retention Meeting: August 5

cc: Dr. Klauber, J. Childs, V. Ippolito