

**Enrollment and Student Services Council**  
**August 19, 2021**  
**Meeting Minutes**

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

**Excused:** D. Bittorf, J. Burnett, J. Mankins III, C. Ranalli, D. Ryan, Dr. Warner

*Minutes submitted by T. Nedimyer*

1. **August 5<sup>th</sup> minutes review/approval**

The August 5<sup>th</sup> ESSC meeting minutes were approved as written.

2. **Credit & Non-Credit Spring 2022 Open House**

The group had a brief discussion to determine the date of the spring 2022 open house. After discussion, the group decided the open house will be held in the Student Center Saturday, March 26<sup>th</sup> from 10 a.m. to 1 p.m. to take advantage of the traffic from other activities on campus.

3. **Fall Enrollment**

T. Shank updated the group that Con-Ed FTE numbers are up compared to last year at this time, and noted that CNA, Phlebotomy, and Certified Diesel Tech programs are also doing well. T. Shank informed the group that HCC is partnering with the Washington County Free Library to hold a job fair at the Library on September 1<sup>st</sup>, and noted there will be around forty different employers participating. T. Shank further stated this will be a great opportunity to speak with employers participating in the job fair about contract training opportunities, and added she is hoping that holding the job fair downtown will reach a different demographic of students. T. Shank also informed the group that she is starting to work on the Con-Ed winter schedule, and she is working on filling a few vacant Con-Ed positions.

D. Schoenenberger informed the group that ESL student enrollment numbers are a little lower than usual at this time, and noted Adult-Ed is in the midst of enrolling students for session two. D. Schoenenberger took the time to recognize the Adult Literacy Services team for the great job they have been doing, and noted that this is one of the best groups she has ever had. D. Schoenenberger also informed the group she expects to have a few ATB students for the spring semester. Dr. Ohl-Gigliotti added that the non-credit Covid-19 Student Emergency Assistance Funds for fall should be ready soon.

K. Crawford informed the group that fall credit headcount and FTE numbers look good, and noted his only concern is with ESSENCE enrollment as we are currently down about thirty students at this time. K. Crawford further stated that S. Willard has been actively sending reminders to ESSENCE prospects to apply/enroll. K. Crawford also added he feels the turnover of counselors in the public schools may also be a contributing factor as to why ESSENCE numbers are down. K. Crawford further stated overall we should be very happy with where our enrollment numbers are at this time.

A. Auldridge informed the group that things are going well, and noted that this past Friday advising was able to see sixty walk-in students. A. Auldridge further stated the average wait time

for a student to meet with a retention specialist this past Friday was twelve minutes, and noted there were no student walk-aways. M. Martin added that he is still working with student athletes to prepare them for fall classes. Dr. Ohl-Gigliotti reminded the group that self-pay deregistration will occur on August 19<sup>th</sup>, and financial aid deregistration will occur on August 26<sup>th</sup>.

4. **Update – Transitioning Credit Students to Faculty Advisors**

M. Martin informed the group that he is currently working on assigning faculty advisors to new fall students at this time, and noted he is doing his best to ensure advising lists are manageable for faculty. M. Martin also briefly went over the updated faculty advising responsibilities document with the group, citing only a few minor updates. M. Martin noted that most of his time in September will be spent on the faculty advising trainings that are outlined on the faculty advising responsibilities document. M. Martin further stated that all faculty advising training sessions will be recorded and available on D2L under the faculty tool kit, and noted one-on-one training sessions can be set up with him if needed.

As faculty advising is still evolving and training sessions are underway, Dr. Ohl-Gigliotti proposed the question what do retention and registration staff need from the divisions/faculty, and what do the divisions/faculty need from faculty advising staff? A. Auldridge stated that having open communication between retention and registration staff and the divisions/faculty, as well as having patience during this move to faculty advising will be key. A. Auldridge further stated to just know that the retention and registration office is here to help faculty with advising questions. D. Schoenenberger stated that having some type of a faculty advising check list with general advising terminology defined would be a helpful resource when advising students. R. Rohan noted that adding contact information for specific questions students may have about things like financial aid to the faculty advising check list may also be helpful. Dr. Poole added that having an advising manual for programs that can be referred to when advising students may be another helpful tool. M. Martin stated he will work on developing tree diagrams that can be referenced when advising for specific programs, and agreed that developing an advising check list with common advising terminology defined would be beneficial for faculty. M. Martin further stated to keep the ideas for improving faculty advising coming, and noted he appreciates the feedback.

5. **Coming in Spring 2022**

Dr. Ohl-Gigliotti stated she just wanted the group to know that Ellucian Alert may be implemented as early as April or May, and we are currently looking into utilizing the Ellucian Go app.

M. Kugler asked the divisions to remind faculty that they need to be keeping attendance through the first three weeks of classes due to roster verifications. M. Kugler further stated that questions regarding roster verification should be directed to C. Baer and Dr. Scheetz.

**Future Meetings**

*Next ESSC Recruitment & Retention Meeting: September 2*

cc: Dr. Klauber, V. Ippolito