

Enrollment and Student Services Council
October 28, 2021
Meeting Minutes

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

Excused: N. Arnone, J. Burnett, B. Kirkpatrick, J. Mankins III, T. Thorn

Minutes submitted by T. Nedimyer

1. **October 14th minutes review/approval**

The October 14th ESSC meeting minutes were approved as written.

2. **Fall Enrollment**

T. Shank updated the group that almost all of the GEERS one grant has been allocated, and noted \$235,000 of the GEERS one grant has been spent so far this year. T. Shank further stated the GEERS two grant will soon be available and used for scholarships, WorkKeys, and advertising. T. Shank clarified that out of state students will be eligible to receive GEERS two scholarships, and noted she will begin processing scholarships for winter classes soon. T. Shank also informed the group that the Con-Ed winter schedule should be hitting mailboxes in mid-November. T. Shank updated the group that WCPS will be holding summer programs for students, which may negatively impact College for Kids enrollment. T. Shank further stated that J. Lamblin met with Gary Willow of WCPS to discuss the possibility of WCPS offering morning classes, and then busing students over to HCC for afternoon College for Kids classes. T. Shank also noted that it has been difficult in the past to find College for Kids instructors, and asked the group to let her know of instructors that may be interested in teaching College for Kids courses this summer. A few division directors noted they may know of a few faculty members interested in teaching College for Kids classes.

D. Schoenenberger updated the group that Adult-Ed enrollment numbers for fall remain strong, and noted 284 students have enrolled for fall. D. Schoenenberger further stated she would like to compare these enrollment numbers to pre-Covid enrollment numbers if the information is available. D. Schoenenberger also informed the group that the first bridge class will be starting soon, and noted she would like to see higher enrollment numbers for this course. D. Schoenenberger further stated that all ELL students are eligible to enroll in the bridge course. D. Schoenenberger also added that she and A. Auldridge have been meeting with students that fall below the floor score, and noted that A. Auldridge will be taking over this process.

K. Crawford informed the group that enrollment numbers for fall are mostly finalized, and noted enrollment numbers may go down slightly due to student withdrawals. K. Crawford briefly went over the five year enrollment report for fall with the group, stating the majority of enrollment data is trending downward over the past five years. K. Crawford further stated that it is alarming that in-county student enrollment numbers have been trending downward for so long, and noted we need to do what we can to get these numbers trending the right way. T. Shank inquired if there is a way to get a report from WCPS stating the institutions students are attending after they graduate. K. Crawford stated that it would be difficult to obtain a report of the institutions students are attending after they graduate from WCPS. The group briefly reviewed the total

headcount by fiscal year bar chart prepared by M. Kugler. M. Kugler noted the headcount by fiscal year bar chart shows a similar decline in enrollment as K. Crawford's five year enrollment report.

3. **Winter & Spring Enrollment**

D. Schoenenberger briefly updated the group that so far twenty-five students have enrolled for Adult-Ed spring classes starting in January, and noted she is working on enrolling additional students for spring at this time.

K. Crawford informed the group that registrations for spring classes have slowed down, noting that he typically registers between twenty to forty students in a day, now he is averaging around thirteen registrations a day.

The group had a brief discussion regarding how faculty advising is going at this time. A. Auldridge stated that faculty advising is going well, and noted Retention Specialists are available every day that Faculty Advisors can refer students to if needed. A. Auldridge further stated that she has not had any students referred to Retention Specialists by Faculty Advisors at this time. L. Montgomery noted that a few Faculty Advisors have had issues with registering students for lab sections. D. Schoenenberger added that she occasionally finds it difficult to find time throughout the day to get back to advisees, and noted Faculty Advisors may also find it difficult to get back to advisees between classes. Dr. Warner inquired if there are still plans to designate one month as an advising month, and another month as a registration month leading up to the start of a semester? M. Martin stated there are plans to have an advising month and a registration month prior to the start of a semester, and noted these details are still being worked out. Dr. Warner noted he would like to have the topic of advising months and registration months added to a future ESSC agenda.

4. **Re-envisioning STEAM Festival as a Recruitment/Retention event**

Dr. Ohl-Gigliotti informed the group there were around 450 people that attended the October 23rd STEAM Festival, noting about half were adults and half were children. Dr. Ohl-Gigliotti also took the time to thank those who helped plan and facilitate the event, and noted discussions for the date of next year's STEAM Festival have already begun. L. Montgomery added that she saw a lot of younger kids at the festival, and noted many of the older kids may have not shown up/left early due to homecomings scheduled the day of the festival. D. Bittorf suggested taking a look at the WCPS calendar before setting the date of next year's STEAM Festival, that way the event does not fall on the weekend of any homecomings. Dr. Warner noted that he would like to see as many full-time faculty members as possible at tables for programs being represented at next year's festival.

5. **Duties & Responsibilities – General College List**

K. Crawford briefly went over the duties & responsibilities – general college list that was distributed for the meeting. K. Crawford stated the listing outlines the responsibilities of the admissions, registration, advising, and records offices, and noted the listing will help everyone direct students to the appropriate office based on their needs. M. Martin added the listing will also be helpful as many people including himself, have shifted roles over the last few months.

6. **Credit Financial Aid Census Date- Pros/Cons Discussion**

Tabled

7. **Review of Future Topics**

Tabled

Future Meetings

Next ESSC Recruitment & Retention Meeting: November 11

cc: Dr. Klauber, V. Ippolito