

Enrollment and Student Services Council
August 4, 2022
Meeting Minutes

Attendees: A. Auldridge, J. Bachtell, J. Burnett, K. Crawford, Dr. D'Ambrisi, V. Gratton, K. Hammond, Dr. Hendrickson, B. Kirkpatrick, S. Lietuvnikas, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, Dr. Poole, A. Preston, C. Ranalli, R. Rohan, Dr. Scheetz, D. Schoenenberger, J. Seiler, Dr. Warner

Excused: N. Arnone, C. Baer, V. Beache, D. Bittorf, Dr. Renninger, D. Ryan, T. Shank, Dr. Soeffker-Culicerto, T. Thorn, S. Willard

Minutes submitted by T. Nedimyer

1. **July 21st minutes review/approval**

The July 21st ESSC meeting minutes were approved as written.

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

J. Seiler updated the group that Ad Astra meetings continue on a weekly basis, and noted the last meeting was used to add scheduling preference sets/rules. J. Seiler further stated the next Ad Astra meeting will be used to continue adding scheduling preference sets/rules. J. Seiler also informed the group that Ad Astra is still on track to start class scheduling by spring. Dr. Warner inquired how involved have the OA's been in the setup of Ad Astra? S. Lietuvnikas stated that OA's have not been involved with the setup of Ad Astra as we are still in the process of building preference sets at this time, but noted they will be involved once preferences have been setup. D. Schoenenberger inquired if the Ad Astra package that we have provides any information on how many classes we should be scheduling? S. Lietuvnikas stated the Ad Astra package that we have is more for room optimization when scheduling classes and not analytics. D. Schoenenberger also asked that C. Taylor be added to Ad Astra meeting invites. J. Seiler briefly updated the group that he recently met with Ellucian to discuss why the subroutine for Retention Alert is not working as intended, and noted a few adjustments were made to the subroutine. J. Seiler further stated that Retention Alert can start being used now. J. Seiler updated the group that ConexED meetings continue on a weekly basis through the end of August, but noted additional meetings can be added if necessary. J. Seiler further stated that three kiosks have been installed, but noted there have been issues with the check-in page disappearing. Dr. Ohl-Gigliotti noted that Quottly is on track.

3. **Summer & Fall Enrollment**

D. Schoenenberger updated the group that Adult-Ed will soon be running an English class with Caldwell Manufacturing, and noted that a similar arrangement may soon be made with McDonalds. D. Schoenenberger further stated that Adult-Ed enrollment numbers for summer are booming, and noted that twice as many Adult-Ed classes have been scheduled this summer than the previous summer. D. Schoenenberger informed the group that the CNA program has sixteen students in it at this time.

A. Auldridge updated the group that she has openings available to meet with students at this time, and noted Retention and Registration will soon be going to two walk-in days a week. A. Auldridge informed the group that the staffing issues mentioned at the previous ESSC meeting have been addressed, and noted that she now has two full-time people at the front desk, and LSC staff members will be assisting with answering student phone calls. Dr. Scheetz updated the group that the Financial Aid Office is still down two full-time staff members at this time, but

noted that interviews have been scheduled for the open positions. K. Crawford suggested the possibility of utilizing student workers to answer phone calls if additional support is required as his office has done this in the past.

K. Crawford reminded the group that the 2022 fall self-pay deregistration will occur on August 4th, and noted he believes that less than one hundred students will be deregistered. K. Crawford further stated that he is reaching out to students that may be deregistered in every way possible, and noted we should have a better idea of what enrollment for fall should look like once the next EMR is prepared. Dr. Ohl-Gigliotti reminded the group that the financial aid deregistration will be occurring August 11th, and noted if students were still waiting on financial aid they should complete the Need Help? Student Assistance Form and indicate they need an extension. The group had a brief discussion on how to urge students to fill out/submit their financial aid applications earlier rather than later to avoid deregistration.

4. **Retention Alert - Preview**

A. Auldridge provided the group with an overview of Retention Alert, noting Retention Alert will replace the General Student Reporting Form currently used for student reporting. A. Auldridge stated that once a Retention Alert report is submitted, it will be routed to herself or J. Bachtell to assign a priority level, and then will be forwarded to a member of the BIT/CARE team. R. Rohan inquired if coaches/part-time faculty will have the required access to fill out Retention Alert reports? J. Seiler noted he will look into if coaches/part-time faculty have the required accesses needed to file a Retention Alert report.

5. **ConexEd - Preview**

Tabled

6. **Other agenda items**

QR codes for students registering for classes

Future Meetings

Next ESSC Recruitment & Retention Meeting: August 18

cc: Dr. Klauber, V. Ippolito