

Enrollment and Student Services Council
September 1, 2022
Meeting Minutes

Attendees: N. Arnone, A. Auldridge, K. Crawford, Dr. D'Ambrisi, V. Gratton, K. Hammond, B. Kirkpatrick, S. Lietuvnikas, M. Martin, J. Mentzer, L. Montgomery, T. Nedimyer, Dr. Ohl-Gigliotti, Dr. Poole, A. Preston, Dr. Renninger, R. Rohan, Dr. Scheetz, E. Schwartz, J. Seiler, T. Shank, Dr. Soeffker-Culicerto, T. Thorn, Dr. Warner

Excused: J. Bachtell, C. Baer, V. Beache, D. Bittorf, J. Burnett, Dr. Hendrickson, C. Ranalli, D. Schoenenberger, S. Willard

Minutes submitted by T. Nedimyer

1. **August 18th minutes review/approval**

The August 18th 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 previous meeting focused on adding advanced events and assigning resources to events/meetings. J. Seiler further stated the next steps will be to import existing customers and events into Ad Astra. J. Seiler briefly updated the group that the subroutine for Retention Alert is working as intended, and noted that trainings are ongoing. J. Seiler further stated the only thing left to do for Retention Alert is to create a guide for batch assigning cases. J. Seiler updated the group that ConexED check-in meetings continue on a weekly basis with departments, and noted these meetings will continue for the rest of the year. J. Seiler also informed the group that it is currently taking two to three minutes for students to log into the ConexED kiosks, and noted he is working with ConexED to resolve this issue. M. Martin briefly updated the group that C. Baer has been in contact with Quottly, and he continues to review and upload CSV files as necessary.

3. **Fall Enrollment**

T. Shank updated the group that Con-Ed enrollment numbers for fall look strong, and noted Diesel Technician, CNA, and Phlebotomy courses will be starting soon. T. Shank also informed the group that she is still rounding up students for the paramedic program, and noted that Jessica Baker has been hired as the new Allied Health Programs manager.

K. Crawford updated the group that enrollment numbers for fall continue to be down at this time, and noted hopefully late-start classes can help improve enrollment numbers for fall. K. Crawford also took the time to thank the division directors for their help in getting students registered for ESSENCE classes, and noted getting students registered for ESSENCE classes this semester has been challenging. Additionally, K. Crawford noted that he is working with C. Fentress on a quicker method for providing new students their username/login information. Dr. Warner added that the work we are doing on NACEP accreditation and Kirwan should help to boost ESSENCE enrollment numbers in the near future. A. Auldridge briefly updated the group that traffic in her area has increased due to add-drop week, and noted she has seen double the number of students this year during add-drop week than the previous year. A. Auldridge also updated the group that the Retention and Registration office has been seeing high volumes of students during walk-in days, and noted some students had to wait over an hour to meet with a retention specialist. A. Auldridge further stated that on walk-in days she feels that she does not have enough staff to have quality conversations with students, and noted that Division Directors have pitched in to meet

with students when necessary. Dr. Warner asked A. Auldridge to let him know when there are bottlenecks in her area, and he will do his best to get her the help she needs. A. Auldridge also updated the group that the Instant Admit Days that recently occurred were not as successful as what was hoped for, as many of the students that attended were either not ready to take college classes or were not financially prepared. Dr. Scheetz briefly updated the group that the Financial Aid Office is now fully staffed.

The group had a brief discussion on if students should be placed into classes that have already started and have met a few times for the semester. L. Montgomery stated that some colleges do not allow students to be placed into classes after the first week of the class has occurred. Dr. Scheetz noted that it is possible that a student's financial aid could be impacted if they are placed into a class that has already met a few times. Dr. Warner noted that he would like to further discuss this issue at a future ESSC meeting. The group also had a brief discussion on the possibility of faculty's contracts ending earlier so they can return earlier for the fall semester.

4. **Other agenda items**

M. Martin informed the group that he will soon be sending out an email with faculty advising information, and noted that faculty advising trainings will start next week. L. Montgomery reminded the group that the STEAM festival will be occurring in October, and noted she is in need of toilet paper rolls, paper towel rolls, bubble wrap, and egg cartons. E. Schwartz informed the group that a Constitution Day will be held on campus on September 14th at 1:00pm and encouraged the group to attend if possible. S. Lietuvnikas asked that software be added as a discussion topic as some students are overwhelmed by the variety of softwares they are required to use for classes.

Future Meetings

Next ESSC Recruitment & Retention Meeting: September 15th

cc: Dr. Klauber, V. Ippolito