

Enrollment and Student Services Council

Thursday, August 3, 2023 · 9:00-11:00 am · STC-182

Present: Stephanie Lietuvnikas, Karen Hammond, Joseph Seiler, Vidda Beach, Dr. Charles Sheetz, Natalia A. Kennedy, Marti Grahl, Dr. Mary Hendrickson, Kevin Crawford, Angie Aldridge, Kathleen M. Jordan-D'Ambrisi, Dr. Heike I. Soeffker-Culicerto, Dawn Schoenenberger, Laurie Montgomery, Dr. Laura Renninger, Bob Rohan, Beth Kirkpatrick, Craig Fentress, Kaprece Smith, Dr. Dana Poole, Dr. Carlee K. Ranalli, Dr. Christine Ohl-Gigliotti, Jamie Bachtell, Mike Martin

Not Present: Chris Baer, Eric Swartz, Nancy Arnone, Theresa Shank, Alison Preston

I. Discussion of Expectations

- D. Schoenenberger explained a shift from reporting to action
- If requested to attend in person, please do so
- Be active and engaged. If you don't feel a connection to the group, speak to D. Schoenenberger
- Do not delegate attendance to another person
- Goal of the group: Improve the experience for our students
- Monthly meetings for two hours
- OneDrive folder has been created to share documents
- A person or group will be asked to do a presentation for each meeting. The presentation should be detailed. Any documents should be shared a week before the meeting in the OneDrive folder so the council can review.
- The council member leading the meeting and minutes taker will rotate each meeting.

II. IT Questions and Discussion

A. List of questions shared prior to the meeting - [ESSC 08-03-2023.txt](#)

B. Follow Up Discussion/Questions

- L. Renninger asks if Will notes will be kept in ConexEd or Self Serve? - TBD, D. Schoenenberger- shared it needs to be communicated so there is consistency
- L. Renninger asks for ConexEd is there a process for new people coming in? – J. Seiler says that IT gets an email from HR with new hires and will look into when added
- L. Montgomery asks about additional student information in ConexED – Maybe some of the content from Perceptive content (transcripts and notes). This has not been further discussed at this time. Directors will communicate this info to the faculty.
- D. Schoenenberger asks if a student is booted from a meeting in ConexEd what happens – A. Aldridge shares that we are calling or using Zoom to reconnect
- D. Schoenenberger asks if we can reinforce that students only use student email. - A. Aldridge shares that students don't have access to student email at the point that they meet with them.
- J. Seilers adds that the Kiosk check in is time consuming and there is usually a line – they are looking at this.

III. ESSC Survey Results and Discussion

- A. ECCS Survey Results PowerPoint - [ESSC Survey Results 2023.pptx](#)
- B. Follow Up Discussion/Questions
 - Group voted to keep the name ESCC
 - Discussion of results that include beneficial and least beneficial meeting items and practices.
 - Overview of Feedback of Suggestions for improvement
 - D. Schoenenberger remarked we should examine the student experience from start to finish. Presenters would report in detail about a specific area.
 - B. Kirkpatrick recommended we should use the Enrollment Pipeline document to guide our discussion - [Enrollment Pipeline.pdf](#)
 - It was suggested we start with New Student Orientation. N. Kennedy will present at our next meeting.
 - Discussion Form (ESSC Meeting Notes)
 - To promote increased engagement, the ESSC Meeting Notes Form was created - [ESSC Meeting Notes.docx](#)
 - C. Ranalli explained the monthly form that should be completed before each meeting and asks for any feedback on it

IV. Follow Up Actions

- A. Next Meeting Planning (August 31st)
 - A. Auldridge, J. Batchell, K. Crawford, M. Grahl, B. Kirkpatrick will meet to discuss the Enrollment Pipeline document and update it to reflect HCC's process. This will be added to the OneDrive a week before meeting. Members of the council will review it and bring questions in preparation for a conversation to be led by K. Crawford.
- B. Meeting Format
 - The following format was discussed for our next meeting:
 - 15 minutes – Previous meeting feedback/review of ESSC Meeting Notes Forms
 - 15 minutes – IT Questions
 - 15 minutes – NSO Presentation
 - 30 minutes – Enrollment Pipeline Discussion
 - 15 minutes – Planning for Next Meeting/Review of Assignments
- C. Purpose Statement
 - D. Schoenenberger presented a purpose statement for the group to provide feedback - [ESSC Purpose Statement.pdf](#)
 - Provide feedback for next meeting

V. NSO Updates - N. Kennedy

- Update on registered participants
- Will ask for additional volunteers

Minutes Submitted by Kaprece Smith
Next Meeting – August 31, 2023