

## DIRECT REPORTS

10/7/09

Present: John Coggins, Larry Barrett, KR Johnson, Barb Austin, Sue Wilson, Sandy Czekaj, Tony Cardenas, Carol Kurmis, Madonna Tritle

**Next meeting is scheduled for Wednesday, November 18, at 2:00 in LSF060.**

### Advising:

- Registration starts next week beginning with seniors on Thursday.

### Enrollment Services:

- Applications are up for spring.
- Tony participated in a webinar this morning regarding Docufide beginning a new transcript request service. A link will be on our web applications allowing students to request transcripts. Students can also put in requests at the same time for mid-term or final transcripts from their high school. Docufide is looking at a grant for all colleges pursuing this.

### Student Services:

- The athletic golf outing should net \$50,000 which will fund 50 scholarships.
- Registrations are coming in for the Panther Pounce 5K/10K scheduled for November 14 at 9:00 am. There were 230 participants in the event last year.
- ASL induction was held last week.
- Athletic eligibility will now be done by Sandy, John Weber and Linda Neulieb.
- Rachel Weaver is doing a great job with the College Bound program. There are 36 students at Portage School this year.
- \$180 has been raised thus far for the Breast Cancer walk being held this Saturday at 10:00 at Patriot Park in Michigan City.
- A defibrillator has been purchased and is located in the athletic trainer's office L61.
- 22 alumni played in the alumni baseball game.
- John and Larry traveled to Indianapolis last week where Larry did a presentation at SSACI regarding the prison education program. We have to keep working at it but have a good chance of being renewed.

### Enrollment Operations/Registration:

- Midterm graduation application will be rolled out on Monday.
- Assignment of alternate pins will happen this week.
- A small team met to discuss parent access to student information and will start researching the possibility of doing this through an electronic program.
- There isn't much that can be done at this point until PNC goes to Luminus, which will allow more freedom.
- For now there is the availability to go into Touchnet where students can give permission for others to look at bills, schedules, and any FA already awarded.
- Barb requested that advisors be involved when Sandy meets with Lisa Opperman. Carol would like to be included also.

### PNC-PC:

- There were 80 courses recommended for Spring 2010 and at this time 81 are actually offered.
- Carol has been working on the final exam schedule.
- The scheduling of more staff development training will be revisited in January.
- Larry reminded everyone that they should attend a national conference.

### School Partnerships:

- Larry and Sue are presenting at the NACEP conference in Memphis this month.
- Larry and Sue are meeting today with Drs. Morrow, Schwingendorf, Schmidt, and Asteriadis regarding budgets for the academic side to evaluate what is going on in the classroom for concurrent enrollment.

#### Library/Media Services:

- Monthly stats for September:
  - gate count 12,598
  - Inter-library loan requests up 40%
  - student requests up 130% from last year
  - Faculty has had about the same activity
  - 134 inter-library requests from students and faculty
  - 139 Laptops loaned, which is about 8 or 9 most days
  - article use stats should be available at the next meeting
  - Business Department has discussed buying data bases they want

#### Data Specialist:

- The chancellor's four-page enrollment report is being reviewed by Karen Prescott.
- SIS file to ICHE is due 10/15. Madonna plans to go to WL next week to finalize the report.
- There are two or three new requests from ICHE that Madonna didn't do in the past.

#### Larry:

- Larry, Barb, Dr. Schmid and Dr. Asteriadis will meet to form guidelines before meeting with group regarding advising.
- Larry congratulated the Enrollment Management and Student Services staff on the recent graduation rates published by the Purdue System. PNC has the best four year, five year and six year graduation rates for all of the regional campuses. This is quite an accomplishment for our campus. The chancellor has request graduation rates at IUN and ISB.
- There are still problems with the Spring 2010 schedule including two times where 43 classes being offered with only 31 classrooms available.
- There are only 13 sections scheduled for 8:00 and 29 sections at noon.
- Larry told Drs. Asteriadis and Schmid that the schedule will not go online until it is cleaned up.

#### Veteran's Day Program

- Plans are underway for a Veteran's Day program being held at PNC on November 11 at noon.
- Magnets for office doorways are being ordered: "PNC Welcomes Veterans and Their Families".
- Weather permitting (LSF02 has been reserved in case of inclement weather) the program will be held by the fountain and will include red, white, and blue lights, drill team from Michigan City ROTC for the raising of the flag, guest speaker, possible dignitaries, songs to include *Star Spangled Banner*, *On This Day*, and *Proud to be an American*.
- Veterans will be given the opportunity to sign up to be honored.
- Refreshments will be available in LSF144 following the program.

#### Workforce Development

- Larry has met with Audra from LaPorte Workforce Development regarding \$500,000 available for education for the un- and under- employed. These funds must be used by June 30, 2010.
- PNC is looking at bringing in two or three programs where students can earn a certificate by June 30, 2010.
- Thanks to Barb for allowing space in the Student Success Center for Audra who will be on campus each Monday from 9:00 am – 3:00 pm.
- Carol will contact Porter County Workforce Development regarding establishing a partnership.

**IMPORTANT DATES**

11/11	Veterans Day Program	Fountain	noon
11/12	Open House	LSF	5:30 – 8:00 pm
11/26	Campus closed ~ Thanksgiving Holiday		
11/27	Campus closed ~ Thanksgiving Holiday		
12/9	Express Enrollment		
12/24	Campus closed ~ Christmas Holiday		
12/25	Campus closed ~ Christmas Holiday		
12/31	Campus closed ~ New Year's Holiday		
1/1	Campus closed ~ New Year's Holiday		
1/18	Campus closed ~ Martin Luther King, Jr. Holiday		
2/27	Financial Aid Marathon	9:00 am – 9:00 pm	
2/28	Financial Aid Marathon	9:00 am – 3:00 pm	