

DIRECT REPORTS

12/2/09

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

Absent: Tony Cardenas (International Recruiters Meeting - Ivy Tech, South Bend)

Next meeting is scheduled for Wednesday, December 16, at 2:00 in LSF060.

- Larry reminded the group that official graduation lists need to come from the registrar. Sandy will review the list with the chancellor's office.
- The chancellor's annual holiday party this Saturday at 5:30 at Barker Mansion. Students are needed to assist with the event. Larry asked the group to check with work studies to see if they are available.
- PNC will be the host site for Ivy Tech's Dare to Dream session *Becoming a Transformational Leader* on December 10 from 7:30 am -1 pm. Mike Ramian will send an email blast to those people on the LaPorte and Michigan City Chamber of Commerce lists. Registration is limited to 25 people. Let Larry know if you're interested in attending.
- Registration is going well at Westville and PNC-PC. John anticipates a good registration this Friday at WCF.
- A successful tree lighting ceremony was held yesterday with ten trees decorated and judged. For the first time, it was held in LSF144 rather than outside. The trees were then placed in various areas in the campus buildings.
- Larry thanked everyone for a very successful Veterans Day event.
- Larry hopes that everyone will be able to join the Barretts at their annual open house on December 12.

Advising:

- Express Enrollment will be held on December 9.
- Student Success Center will have food and programming for students the week before and possibly the week of finals.
- Student Success Center will be closed, so there will be no testing, during the three days between the Christmas and New Year holidays.
- A meeting is scheduled for February 4 with advisors, college deans, Dr. Schmid, Dr. Asteriadis, Sandy, and Larry to discuss academic advising.
- One more athletic study table is scheduled for this semester, then athletes' GPAs will be reviewed.

Enrollment Operations:

- Nine students have been contacted as a result of the audit requesting SAP appeal audits from students. If the student has a valid appeal, their aid will be kept for fall and awarded for spring. If not, PNC will have to repay money for fall and cancel spring aid.
- Denise Curtis will be taking a part time leave in the spring to do her student teaching. Kristi Hebert has been hired to work part time in a temporary position and will focus on processing and state reconciliation. 1900 students have to be manually reconciled with the state.
- College Goal Sunday is February 21. Let Tony know if you are interested in volunteering.
- Sandy will talk to Tony regarding plans for the Financial Aid Marathon.

- Banner will be down from the end of business on December 21 until January 4. During that time information will be viewable (including student access to their grades) but not updatable.
- Grades are due by 10:00 on December 21. It will not be possible to enter grades during the down time so grades received late will have to be entered manually after January 4.
- If grades aren't in at 10 AM, students will receive NS and be referred to the instructor, department chair, or Academic Affairs.
- The system will be updated to Banner 8 which is more user friendly than what we are currently using.
- Sandy has already requested from WL a spreadsheet of academic drops so students can be notified.

Student Services:

- There will be 800 FAFSA forms in January and February from the correctional centers.
- 290 for spring 2010 at both correctional centers.
- Karen Barrett will take over for Wade Breitzke who was filling in for Keri Marrs Barron while she is on maternity leave.
- 90 applications have been received for the Athletic/Activity Coordinator. The search ends Thursday.
- Athletic Advisory Board will meet on December 17.
- Rachel Weaver is writing two grants for the College Bound program – one for \$10,000 and the other for \$1,000,000.
- Kathy Granzow will be filling in while Diane Borawski is on medical leave.
- The art and craft show being organized by Diana Marovich has been postponed until spring.
- Belinda Huley has been hired as the campus disability coordinator and will begin her duties on December 7.
- Money was raised by students groups to donate 18 turkeys to families.
- 40 old computers were donated by PNC to the prisons.
- Commencement program for August and December graduates will be held on December 10.

- More students disciplinary issues are being handled, but problems are not always being reported by faculty. There have been two expulsions so far with possibly another one this semester.
- Larry would like to revisit the issue of there being no professional staff at PNC-PC in the evenings and the idea of having night administrators. John added that this is a problem at the prisons also.
- LaPorte Hospital visited today to look at areas on campus for their service.
- Angel tree in the Dean of Students Office only has one angel left.
- Larry reported that establishing a new route for the Chancellor's Leadership Award will be discussed.
- Sue mentioned a successful fundraising event/festival weekend held at John Glenn High School. Mary will contact John Glenn for the name of the carnival company used.
- The idea was suggested to sell PNC apparel at Lighthouse & Southlake mall on Black Friday next year to earn money for scholarships.

Data Specialist:

- Madonna is working on the common data set - waiting for financial aid information and cost of attendance.
- She is also working on the ICHE supplemental file.
- Larry thanked Madonna for her quick response to Dr. Curtis's requested for an analysis comparing retention on Core 40, AHD, and regular diplomas. Dr. Curtis will present the information to the advisory board.

School Partnerships:

- At this point there are 309 dual credit students, 1292 credit hours for spring. These are mainly new students. 187 dual credit sections have been added for spring.
- High School Counselors' Workshop will be held on campus next Friday. Two people from the TICO central office will be in attendance to conduct a presentation to advisors and any interested counselors.
- A meeting is scheduled with Dr. Schmid and the college deans to go over the procedures since procedures vary between departments.
- Gen ed curriculum is being reviewed so there is a plan of study for dual credit students.
- A meeting is scheduled for next week with Westville superintendent Jim Thorne, Sue, Larry, Dr. Asteriadis, Dr. Schmid, Fred McNulty, and a representative from CELL (Center of Excellence in Leadership and Learning) to discuss a partnership between Westville High School and PNC for an early college program. Under this program juniors and seniors would take dual credit at their high school to earn an associates degree and a high school diploma at the same time.
- Michigan City High School is also interested in the same program with PNC.
- PNC is allowed to issue a high school diploma along with a few other colleges.

Library/Media Services:

- Gate count was 12,222 in November
- 200 laptops were checked out in November; an increase since last month, but 10% less than was checked out in November 2008
- 19,348 full text articles have been accessed from the EbscoHost suite of databases during this semester, including *Academic Search Premier*, *CINAHL (Nursing) Full Text*, *Business Source Premier Full Text*, and others. This represents a 58.5% increase in usage over last year at this time in the semester.
- 4,053 full text articles have been accessed in the H. W. Wilson suite of databases during this semester, including the *OmniFile Full Text*, *Education Index*, *Humanities Index*, *General Science Index*, and others
- Most popular databases this semester are
 - *Academic Search Premier* with 12,018 full text articles accessed, a 35.5% increase over Fall semester 2008
 - *CINAHL Full Text* with 4,445 full text articles accessed, a 10 % increase
 - *OmniFile Full Text Mega* with 2,013 full text articles accessed
 - *Business Source Premier* with 820 full text articles accessed
- Given the subscription cost for the two most popular database, the cost per full text article accessed from *Academic Search Premier* is about \$0.21 and the cost per article from *CINAHL Full Text* is \$0.82
- 24,401 full text articles were accessed from the combined EbscoHost and Wilson suite of databases, a 24.3% over Fall Semester 2008
- Approximately 70% of the requests from outside sources are from WL, may be in part PNC's quick return after requests are made. Pickup and delivery has been increased to four times a week – Monday through Thursday.
- Media services is doing well, sometimes asked to go out of their way to deliver requests.
- Larry mention that WL was here one evening and there was a problem with equipment but no one from IS was available. KR suggested calling Media Services if there are problems after 4:30. Larry will follow up on getting KR a key.

PNC-PC:

- Carol reported on the meeting regarding printing availability for students at PNC-PC. Needs were outlined, no promises made. Carol suggested for now having a sign posted that a class is in session and refer students to the front desk.
- A new bookstore manager has been hired and Carol was guaranteed two dates for Book Buy Back. As of now it is scheduled for December 16 from 1:00 - 5:00.
- Carol visited Porter County Vocational Center with Janice Whisler and Heather Engstrom. Jon Groth asked that the vocational center be included in the recruiting season and hosting a financial aid night. They are also interested in dual credit which Carol and Sue will work together on.
- For spring at PNC-PC there are 912 seats filled compared to 598 at this time last year and there are 88 sections at this point.

Larry:

- Larry discussed parking at PNC-PC with Mr. Turner who will think about it, but there are issues since PNC is still leasing the building.
- WL will be on campus on January 27 regarding their policy on policies which recently came out. One thing that is state in this report is that if a policy is made at WL and the regional campuses want to adapt it, a request will have to be submitted to a committee. Larry will send the policy on policies report to the committee.
- John and Larry will be meeting next week at WL regarding the discipline policy.
- Larry talked to Bev Puller regarding doing a wash for spring.
- A wash will not be done at this point, but will probably be done the Friday after classes begin.
- A report will be run next week for the staff to work from.
- Larry met with two of the officers of the Veterans Club. They would like for Alice Yacullo to meet with the club to explain processes with veterans paperwork. Sandy will attend the meeting with Alice.
- Sandy reported that the website will be updated to include the government link and also what documents are required in order for veterans to be certified.
- A brochure will also be created.

IMPORTANT DATES

12/10 August & December Graduation Program LSF Cafeteria 6:30 – 8:30 pm

12/11 High School Counselor Day

12/12 Barretts' Holiday Open House

12/21 EM&SS lunch in LSF144

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

2/21 College Goal Sunday @ PNC 2:00 pm (contact Autumn @ 5493 if you can help out)

2/27 Financial Aid Marathon 9:00 am – 9:00 pm

2/28 Financial Aid Marathon 9:00 am – 3:00 pm